

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/74

15<sup>th</sup> December, 2017

### VACANCY ANNOUNCEMENT

On behalf of the Tanzania Communications Regulatory Authority (TCRA), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill 7 vacant posts mentioned below;

#### **1.0 TANZANIA COMMUNICATIONS REGULATORY AUTHORITY (TCRA)**

The Tanzania Communications Regulatory Authority (TCRA) is a quasi-independent Government body responsible for regulating the Communications and Broadcasting sectors in Tanzania. It was established under the Tanzania Communications Regulatory Act No.12 of 2003 to regulate the electronic communications and Postal services and, management of the national frequency spectrum in the United Republic of Tanzania. The Authority became operational on 1<sup>st</sup> November 2003 and effectively took over the functions of the now defunct Tanzania Communications Commission (TCC) and Tanzania Broadcasting Commission (TBC) respectively.

#### **1.1 BROADCASTING AFFAIRS ASSISTANT – CONTENT MONITORING (3 POSTS)**

##### **1.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Conduct content monitoring of licensed broadcasters (Radio and Television stations);
- (ii) Inform Content Analysts on any illegal operators detected or any harmful content during monitoring activities;
- (iii) Maintain daily log book on status of the facilities used for content monitoring activities;
- (iv) Provide daily report on the performance of licensed broadcasting stations and online

media as shall be guided by Content analysts;

- (v) Retrieve any Radio and Television programs requested by the Content Analysts for official consumption;
- (vi) Perform any other related duties as may be assigned from time to time.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

- Diploma either in Journalism or Mass Communications
- Minimum of THREE (3) years post qualification working experience in a reputable organization;
- Skills in computer applications especially application of different computer software's such as Microsoft Excel, Adobe Premier Pro, Adobe Audition and Final Cut;
- Previous service in Communications Sector and understanding of Broadcasting Laws and Regulations will be an added advantage.

### **1.1.3 REMUNERATION:**

An attractive remuneration package will be offered to successful candidates.

## **1.2 BROADCASTING AFFAIRS OFFICER – LOCAL CONTENT ANALYSIS (2 POSTS)**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Collect and compile reports for making analysis on local content (Radio and Television) broadcasted by licensed broadcasters;
- (ii) Ensure broadcasters submits program lineup on time before commencement of any quarter as prescribed in Content Regulations;
- (iii) Ensure compliance by broadcasters to the approved program line-up;
- (iv) Produce reports and related statistics for Radio and Television stations which indicate compliance to Content Regulations with regard to percentage of local against foreign content;
- (v) Analyze and provide monthly report on the radio programs (Entertainment, Education and Current Affairs) aired by licensed broadcasters;
- (vi) Analyze and provide a monthly report on appropriate usage of language (Kiswahili and English) by licensed broadcasting stations;
- (vii) Ensure adherence to water shed and children program as prescribed in the Content Regulations;
- (viii) Perform any other related duties as assigned from time to time by supervisor.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

- Bachelor's degree either in Journalism or Mass Communications;
- A minimum of FIVE (5) years post qualification working experience in areas of broadcasting, journalism, content development, TV and radio programmes production in a reputable organization;
- Proven experience on Media/Communications Research especially on broadcasting content analysis;
- Skills in computer applications especially different computer software's such as Microsoft Excel, Adobe Premier Pro, Adobe Audition and Final Cut;
- Previous service in Communications Sector and understanding of Broadcasting Laws and Regulations will be an added advantage.

### **1.2.3 REMUNERATION:**

An attractive remuneration package will be offered to successful candidates.

## **1.3 BROADCASTING AFFAIRS OFFICER – ADVERTISEMENT AND SPONSORED PROGRAMS ANALYSIS (2 POSTS)**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Collect and compile reports for making analysis on commercial adverts and sponsored programs broadcasted by licensed broadcasters;
- (ii) Ensure adherence by licensed broadcasters to Codes of Advertisement and Sponsorship;
- (iii) Analyze and produce reports on commercial adverts and sponsored programs aired by licensed broadcasters;
- (iv) Produce monthly statistics on as required on number of commercial adverts and sponsored programs aired by licensed broadcasters;
- (v) Produce monthly statistics on average minutes used for commercial adverts and sponsored programs aired;
- (vi) Perform any other related duties as assigned from time to time by supervisor.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

- Bachelor's degree either in Journalism or Mass Communications;
- A minimum of FIVE (5) years post qualification working experience in areas of broadcasting, journalism, content development, TV and radio programmes production

in a reputable organization;

- Proven experience on Media/Communications Research especially on broadcasting content analysis;
- Skills in computer applications especially different computer software's such as Microsoft Excel, Adobe Premier Pro, Adobe Audition and Final Cut;
- Previous service in Communications Sector and understanding of Broadcasting Laws and Regulations will be an added advantage.

## **SPECIAL SPECIFICATIONS:**

### **A: Skills/Abilities:**

- (i) Excellent analytical skills;
- (ii) Demonstrate ability to work collaboratively as a team player;
- (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) Flexible, proactive, attention to detail, ability to work under pressure;
- (vi) Self confidence in work planning and decision making;
- (vii) Ability to explain difficult technical matters in simple way;
- (viii) Ability to use tools and techniques for problem solving;
- (ix) A good feeling for confidentiality and working in a procedural matter;
- (x) Passion with Information Technology Security.

### **B: Desirable**

- (i) A person with good communication skills, orally articulate, good written communication skills, good public speaker, good writer, good analyser and good listener;
- (ii) Ability to draw reasonable, logical conclusions or assumptions from limited information;
- (iii) Ability to carry out Research quickly and effectively;
- (iv) Personable, persuasive and able to read others; and
- (v) Display a great deal of creativity in problem solving.

## **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania of not more than 45 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;
  - Birth certificate
- v. Applicants who will attach copies of the following certificates will strictly not be accepted;
  - Form IV and form VI results slips
  - Testimonials and all Partial transcripts
- vi. Applicants employed in the Public Service should route their application letters through their respective employers;
- vii. Applicants who have/were retired 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) and National Council for Technical Education (NACTE);
- 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 letter 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 29<sup>th</sup> December 2017 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')**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**