

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/48

27th September, 2017

VACANCIES ANNOUNCEMENT

President's Office, Public Service Recruitment Secretariat on behalf of the **Drilling and Dam Construction Agency (DDCA)** and **State Mining Corporation (STAMICO)**, invites qualified Tanzanians to fill three (3) vacant posts as mentioned below;

1.0 INTRODUCTION

1.1 DRILLING AND DAM CONSTRUCTION AGENCY (DDCA).

Drilling and Dam Construction Agency (DDCA) is a Government Executive Agency established in accordance with Executive Agencies Act.No.30 Of 1997 and was launched on the 26th of March 1999 under Ministry of Water. The core mandate of DDCA is to develop sustainable water sources through efficient means at a cost effective manner.

1.1.1 CHIEF EXECUTIVE OFFICER (CEO)- 1POST

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Shall be the head of the Executive Agency; DDCA
- ii. Shall be Responsible for the day to day operations of the Agency, the proper management of its funds, property, business, personnel management, Organization control and Discipline.
- iii. Developing and implementing sustainable business opportunities in all operating units of the Agency
- iv. Identifying, developing and negotiating business opportunities with potential clients locally and Internationally

- v. Management and financial control of the Agency
- vi. Developing appropriate revenue plans and setting revenue targets
- vii. Managing the Agency's commercial activities to ensure maximum productivity and efficiency
- viii. Abide to the annual performance agreement concluded between him and the Permanent Secretary
- ix. Shall be the Secretary of Executive Agency's Advisory Board

1.1.3 QUALIFICATION AND EXPERIENCE

Master's degree either in Water Resource Engineering, Civil Engineering, Geology, Geophysics or Hydrogeology. Must be registered with Engineers Registration Board (ERB), with at least seven (7) years' experience of which five (5) years in a Senior Management position and must be computer literate.

2.0 INTRODUCTION

2.1 THE STATE MINING CORPORATION (STAMICO)

The State Mining Corporation (STAMICO) is a wholly state-owned organisation established in 1972 under the Public Corporation Act, Cap. 257 as per the State Mining Corporation (Establishment) Order, 1972 and as amended on March, 2015.

STAMICO's responsibilities are to oversee Government interests in strategic large-scale mines, invest in the mining sector through mineral prospecting, development and operate mines, mineral trading, value addition, providing services in management of mines, drilling, consultancy support to small scale mining and other related business.

1.1.1 MANAGER EXPLORATION- 1 POST

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Heads the Mineral Exploration Section;
- ii. Undertake, supervise mineral exploration activities;
- iii. Conduct exploration on small scale miners' licensed areas with prospects for opening medium- scale mines on joint venture basis;
- iv. Carry out geological consultancy work;
- v. Conduct research in nature of mineral occurrences;
- vi. Conduct open performance review and appraisal of subordinates and gives feed back;
- vii. Develop individual objectives/targets and all performance as part of the individual performance agreement in consultation with the immediate supervisor; and
- viii. Perform any other duties as assigned by Supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Geology, Geo-sciences or equivalent related field plus Masters Degree either in Geology, Geo-sciences, Mineral Exploration, Mineral Economics or equivalent related field from recognized University or Institution. She /He must have minimum experience of at least 8 years 3 of which must have been in a senior position in Mining Industry plus knowledge in Mining or Exploration Software Packages. Experience in Business Management will be an added advantage

1.1.4 REMUNERATION

Salary Scale: SMC. 9

1.1.5 MINING ENGINEER II-1 POST

1.1.6 DUTIES AND RESPONSIBILITIES

- i. Prepare detailed mechanical engineering plans for the mines;
- ii. Ensure mechanical works complies with specifications and safety standards;
- iii. Participate in feasibility studies of new mines;
- iv. Prepare detailed mining engineering drawings
- v. Identify and recommends suitable mining method and mining equipment and machinery;
- vi. Prepare detailed electrical engineering plans for the mines;
- vii. Ensure electrical works complies with specification and safety standards;
- viii. Prepare detailed civil engineering plans for the mines;
- ix. Ensure civil works complies with specification and safety standards
- x. Prepare detailed mechanical engineering plans for the mines
- xi. Ensure mechanical works complies with specification and safety standards;
- xii. Develop individual objectives/targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor; and
- xiii. Perform any other duties as assigned by Supervisor.

1.1.7 QUALIFICATION AND EXPERIENCE

Bachelor of Science in Mining Engineering or equivalent obtained from a recognized University or Institution.

1.1.8 REMUNERATION

Salary Scale: SMC. 5

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 strictly not 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 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 10th October, 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