

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/83

30th December, 2017

VACANCIES ANNOUNCEMENT

President's Office, Public Service Recruitment Secretariat on behalf of the Dar es Salaam Water and Sewerage Authority (DAWASA) and Medical Stores Department (MSD) invites qualified Tanzanians to fill (3) vacant posts as mentioned below;

1.0 INTRODUCTION

1.1 DAR ES SALAAM WATER AND SEWERAGE AUTHORITY (DAWASA)

In 1981 the Government of Tanzania established the National Urban Water Authority and charged it with the responsibility to develop and manage urban water supply on the mainland of Tanzania. NUWA which became operational in 1984 set a target to take over and reform water supply services in all urban areas in Dar es Salaam.

The Government reorganised NUWA in 1997 to form the Dar es Salaam Water and Sewerage Authority by merging the functions of NUWA and the sewerage functions of the Sewerage and Sanitation Department of the City Commission. Under the DAWASA Act DAWASA was made responsible for developing operating and maintaining all water supply and sewerage services in Dar es Salaam and its satellite towns of Bagamoyo and Kibaha..

The DAWASA area of operations incorporates the Cities of Dar Es Salaam, Kibaha, Bagamoyo and the corridors of its two transmission lines. The Dar es Salaam Water Supply and Sewerage Authority is responsible for providing water supply services to its customers (about 100 000) in its area of operations. DAWASA also provides sewerage services to a small number of customers (around 20, 000) in the City of Dar Es Salaam. By the late 1990s it was evident that DAWASA was unable to respond quickly enough to

meet customer demands for improved levels of service and improve finances to adequately maintain and replace its aging assets.

In August 1997 AfDB identified a Dar es Salaam Water Supply and Sanitation Project that would focus on rehabilitating and improving operations and facilities with DAWASA as the service provider and Operator. AfDB put project processing on hold pending the outcome of consultations in 1997 / 98 between Operators and the GoT for a long term "Concession". Under the proposed arrangements the concessionaire was to be responsible for financing the investment program estimated to cost of about US\$24250 million as well as operation and maintenance activities.

In November 1998 it became clear that this approach was not going to succeed. Private investors were unwilling to finance such a venture in Dar es Salaam given the state of the WSS operations and infrastructure. Consequently GoT requested World Bank assistance to design an option that would combine private operation and public financing. In March 2003 DAWASA completed the preparation of the Dar es Salaam Water Supply & Sanitation Project (DWSSP) in keeping with the suggested scope defined by the World Bank. The World Bank African Development Bank and the European Investment Bank appraised the project and commenced negotiations for financing.

DAWASA and CWS met all conditions precedent for external financing and the project and lease contracts became effective 1 August 2003. The Lease Contract with City Water Services was terminated on 31st May 2005 after attempts to renegotiate the contract failed. Upon termination of the CWS Lease Contract DAWASA appointed the Dar es Salaam Water and Sewerage Corporation (DAWASCO) as the new Operator for the DAWASA Service Area. DAWASCO was established in May 2005 under the Public Corporations Act 1992. Following negotiations DAWASA and DAWASCO signed a new ten year Lease Contract effective 1 July 2005.

1.1.1 CHIEF EXECUTIVE OFFICER (RE-ADVERTISED)

Re advertisement of this post is made due to some changes made on qualifications and age limit, those who applied in the last advert need to re apply.

1.1.2 Appointment by: The Minister Responsible for Water

1.1.3 Reports to: Board of Directors

1.1.4 Supervises: Directors and Heads of Units

DAWASA is charged with the responsibility of ensuring availability of safe and clean water and environmentally friendly disposal of wastewater. Under the direction of the Board of Directors, CEO is responsible for day-to-day functioning of DAWASA. The CEO ensures that the Authority's mission is realized and meets its objectives by effectively carrying out the Authority's mandate according to DAWASA Act.

1.1.5 DUTIES AND RESPONSIBILITIES

- i. Accounting Officer of DAWASA responsible for directing and supervising the Authority's strategic developmental and operational plans;
- ii. Formulate and recommend objectives, strategies and policies of the Authority and ensure their implementation;
- iii. Review actual performance against plans and budgets and submits reports to the Board detailing performance with recommendations for actions necessary to correct adverse variances;
- iv. Develop and maintain ethical standards and establishes management controls and appropriate monitoring systems;
- v. Delegate authority appropriately in-order to meet DAWASA's objectives;
- vi. Ensure DAWASA has competent and adequate staff necessary for the proper and efficient conduct of the business and activities of DAWASA;
- vii. Mobilize resources for capital investments;
- viii. Take remedial action to correct adverse variations and exploits favourable variations to the set plans and ethical standards.
- ix. Ensure that DAWASA's activities are environmentally friendly and conform to the rules;
- x. Establish and maintain effective communication within the Authority.
- xi. Make recommendations to the Board for fixing of water and sewerage tariffs and collects revenue thereof;
- xii. Ensure sustainable supply of clean and quality water for bulk and retail customers as well as efficient management of waste water;
- xiii. Build an effective management team and develop productivity culture and results oriented management; and
- xiv. Perform any other related and legally acceptable duties as may be assigned by the Board of Directors and MoWI.

1.1.6 QUALIFICATION AND EXPERIENCE

- i. Master's degree in Water Resource/Civil/Electrical Engineering/Business Administration/Human Resources Management, Public Administration, Finance, Accounting, Law or Economics or any other related field.

- ii. Must be registered as professional by respective Boards and is required to have strong conceptual and strategic ability, and extensive managerial, administrative and supervisory experience of at least 10 years' experience in Water and Sanitation Sector, five of which in at least managerial position from a reputable organization and must be ICT literate.
- iii. **Applicant should be of not more than 55 years of age.**

1.1.7 REMUNERATION

Salary Scale: DAWASA Pay Grade 1.

1.1.8 TERMS OF ENGAGEMENT

Five years contract, renewable on satisfactory service and performance.

2.0 INTRODUCTION

2.1 MEDICAL STORES DEPARTMENT (MSD)

The Department is a non-profit making and an autonomous Department under the Ministry of Health and Social Welfare which was established by an Act of Parliament No.13 of 1993 with an objective of developing, and maintaining an efficient and cost – effective system of procurement, storage and distribution of approved medicine and other medical supplies required for use by the public health facilities.

It has a zonal network all over the country directly serving 6000 health facilities through an Integrated Logistical System

2.1.1 SENIOR DATABASE ADMINISTRATOR - 1 POST MSD HEAD OFFICE

2.1.2 REPORTS TO: DATABASE MANAGER

2.1.3 JOB PURPOSE: The Senior Database Officer is responsible Designs, develops, implements and maintains all ICT business application/software systems and their related databases and supports training of users of these applications.

2.1.4 DUTIES AND RESPONSIBILITIES:

- i. Installs, configures and upgrade Database server software and related products.
- ii. Monitors storage and utilization growth and changes and advice on capacity planning.
- iii. Performs data backups, storage and recovery during development, implementation and periodical testing.
- iv. Provides database troubleshooting and user support.
- v. Evaluates Database features and related products if they meet established user requirements for beneficial utilization.
- vi. Conducts Database design, implementation and maintenance.
- vii. Implements and maintains database security.
- viii. Carries out database performance monitoring.
- ix. Conducts in-house training for database users.
- x. Monitors users requests, progress and report on unresolved problems.

- xi. Reviews relevant change and custom releases for risk and impact analysis.
- xii. Ensures the implementation of backup & recovery policies and procedures.
- xiii. Executes database migrations, patching and critical patch upgrades.
- xiv. Creates and maintains system/process documentation.
- xv. Ensures that the required standards of reliability and safety performance of the constituent systems are achieved in the deliverables.
- xvi. Develops and carries out user training programs for database and related products
- xvii. Performs any other official duties as may be assigned by Supervisors from time to time.

2.1.5 QUALIFICATIONS AND EXPERIENCE:

- i. Holders of Bachelor Degree in IT or equivalent qualification from a recognized institution and Oracle Certified Professional (OCP) certified.
- ii. Computer literate
- iii. Four (4) years relevant experience

2.1.6 COMPETENCIES

- i. Communication skills
- ii. Analytical skills
- iii. Problem solving skills

2.1.7 REMUNERATION:

Attractive remuneration package in accordance with Institute's salary scale MSDS 5

2.1.8 PUBLIC RELATION OFFICER - 1 POST MSD HEAD OFFICE

2.1.9 REPORTS TO: SENIOR PUBLIC RELATION OFFICER

2.1.10 JOB PURPOSE: To ensure the correct information about the services and activities of MSD is disseminated to the media.

2.1.11 DUTIES AND RESPONSIBILITIES:

- i. Analysing Media coverage
- ii. Prepare articles and stories from the different events conducted in order to publish them on several media.
- iii. Monitoring both electronic and print media
- iv. Coordination of corporate events
- v. Preparing Corporate Social Responsibilities (CSR) support
- vi. Follow up on external PR issues
- vii. Organizing Promotional events such as press conferences and exhibition
- viii. Dealing with enquiries from public press and stakeholders
- ix. Designing, writing and producing press releases and public notice concerned several issues.
- x. Provide support in maintaining organization good image.
- xi. Coordinate several visits.
- xii. Collects information from different Directorates.
- xiii. Assists in writing of speeches and articles.
- xiv. Initiates press releases.

- xv. Performs any other official duties as may be assigned by Supervisors from time to time.

2.1.12 QUALIFICATIONS AND EXPERIENCE:

- Holders of first degree in Mass Communications or equivalent qualification from a recognized institution.
- Computer literate.

2.1.13 COMPETENCIES.

- i. Interpersonal Skills
- ii. listening skills
- iii. negotiations skills
- iv. Computer graphics design programs skills
- v. Prioritization
- vi. Presentation skills
- vii. Communication
- viii. Customer Care Skills
- ix. Report writing

2.1.14 REMUNERATION:

- Attractive remuneration package in accordance with Institute's salary scale MSDS 4

2.1.15 TERMS AND CONDITIONS:

These positions is on permanent and pensionable terms

GENERAL CONDITIONS

- i. **All applicants must be Citizens of Tanzania of not more than 45 years of age except where stated otherwise;**
- 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 12nd January, 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')

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT.