

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/46

5th October, 2017

VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Petroleum Development Corporation (TPDC), Agency for the Development of Educational Management (ADEM) and Fair Competition Commission (FCC), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **15** vacant posts as mentioned below;

1.0 INTRODUCTION

1.1 TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)

Tanzania Petroleum Development Corporation (TPDC) is a National Oil Company established in 1969 with a mandate to undertake petroleum reconnaissance, exploration and development in selected petroleum potential areas throughout the country, including the continental shelf of Tanzania.

In line with such mandate, TPDC has formed Subsidiary Companies namely Gas Supply Company Limited (GASCO) and Commercial Petroleum (COPEC) to perform various tasks. The main roles of the established subsidiaries are: GASCO is responsible for the operation and maintenance (O&M) of natural gas processing plants, natural gas transmission pipeline and natural gas distribution networks; COPEC is responsible for managing the national strategic petroleum reserves and downstream operations as deemed fit for long term benefits of the nation.

To effectively manage the above responsibilities, TPDC is looking for experienced, dynamic, energetic, visionary and qualified candidate to fill the following vacant position within the Corporation:

1.2 HEAD OF LEGAL UNIT/CORPORATE SECRETARY – 1 POST

DUTIES AND RESPONSIBILITIES

- i. Make arrangements for and gives notice of all Board meetings;
- ii. Provides legal services to the Corporation;
- iii. Provides legal advice and assistance to Divisions and Units on interpretation of laws, terms of contract, terms of agreements, procurement contracts, guarantees, memorandum of understanding, Consultancy agreements and other type of agreements, and other legal documents;
- iv. Liaises with user Departments and Units to ensure proper management of the contracts;
- v. Represents the Corporation in the Court of Law;
- vi. Ensures compliance of the legislation relating to energy sector;
- vii. Prepares minutes, agenda, notices, and subsequent correspondence in connection with meetings of the Management Committees and Board of Directors;
- viii. Attends all meetings of the Board of Directors and Management Committee and keeps a record of the proceedings;
- ix. Prepares minutes of Board meetings and provides Heads of Departments with copies of resolutions or extracts from the minutes, where appropriate;
- x. Acts as custodian of the seal of the Corporation;
- xi. Provides efficient and effective insurance covers to the Corporation's property and arranges and administers all pension schemes;
- xii. Handles Statutory requirements for the Corporation;
- xiii. Assembles data required for the preparation of memorandum and articles of association and certificates of incorporation, or any other legal document;
- xiv. Arranges for presentation and filing of legal document to the appropriate Authorities;
- xv. Ensures the safekeeping of the Corporation's records and legal documents, including contracts;
- xvi. Reviews all Corporations' contracts and advises on the Corporation's obligations and rights;
- xvii. Participates in and advises on all negotiations which might lead the Corporation into legal commitment;
- xviii. Handles all legal disputes involving the Corporation; and
- xix. Undertakes any other related duties as may be assigned by the Managing Director.

QUALIFICATION AND EXPERIENCE

Masters of Law (LLM) from recognized University or institution with not less than 13 years of experience in the Legal profession, preferably from commercial organization, of which five (5) years must be at Senior level and must be an Advocate of the High Court of Tanzania. Possession of full ICSA certificate, proven high administrative and managerial ability in the Oil and Gas industry and knowledge of International Oil business will be an added advantage.

REMUNERATION

Attractive remuneration package in accordance with institution salary scale

TPDC-MS 1

2.0 AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM)

Agency for the Development of Educational Management (ADEM) was inaugurated in 2001 from the former Institute of Management Training for Educational Personnel (MANTEP). While MANTEP was under the direct control of the then Ministry of Education and Culture, ADEM is a semi-autonomous body of the Ministry of Education and Vocational Training. The Agency is mandated to provide training in Education Leadership, Management and Administration and Quality Assurance to managers and prospective managers serving at various levels in the education sector.

The Agency offers one year Certificate in Education Leadership, Management and Administration (CELMA) and a two year Diploma programme in the field of Education Management and School Quality Assurance.

2.1 TUTOR II- EDUCATIONAL PLANNING AND ADMINISTRATION -2 POSTS DUTIES AND RESPONSIBILITIES

- i. Train students in Planning, Education Management and School Quality Assurance;

- ii. Mark student's assignments;
- iii. Prepare module assessment plans;
- iv. Prepare and mark examinations;
- v. Supervise student's research work;
- vi. Prepare teaching and learning materials; vii.

Conducting assessment and evaluation; viii. Review the curriculum; and

- ix. Perform any other duties as may be assigned by the supervisor.

QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Economics with education or planning with Education plus Master's Degree either in Education Management and Administration (MEMA), Arts in Education or Planning and Administration from the recognised University or Institutions.

REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

PTSS 12

2.2 TUTOR II- LANGUAGES (SWAHILI AND ENGLISH) - 1 POST DUTIES AND RESPONSIBILITIES

- i. Train students in Languages subjects and communication skills;
- ii. Mark student's assignments;
- iii. Prepare module assessment plans;
- iv. Prepare and mark examinations;
- v. Supervise student's research work;
- vi. Prepare teaching and learning materials; vii.
Conducting assessment and evaluation; viii. Review
the curriculum; and
- ix. Perform any other duties as may be assigned by the supervisor.

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QUALIFICATION AND EXPERIENCE

Bachelor and Master Degree in Education (M.A-Ed) in Linguistics Swahili and English from the recognised University or Institutions.

REMUNERATION

Attractive remuneration package in accordance with institute salary scale
PTSS12

2.3 TUTOR II- FINANCE AND PROCUREMENT- 1 POST DUTIES AND RESPONSIBILITIES

- i. Train students in Finance and procurement;
- ii. Mark students assignments;
- iii. Prepare module assessment plans;
- iv. Prepare and mark examinations;
- v. Supervise student's research work;
- vi. Prepare teaching and learning materials; vii.
Conducting assessment and evaluation; viii. Review
the curriculum; and
- ix. Perform any other duties as may be assigned by the supervisor.

QUALIFICATION AND EXPERIENCE

Bachelor Degree in Commerce with Education plus Master Degree either in Finance or Business Administration from recognised University or Institutions.

REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

2.4 TUTOR II- ICT- 2 POST

DUTIES AND RESPONSIBILITIES

- i. Train students in ICT;
- ii. Mark students assignments;
- iii. Prepare module assessment plans;
- iv. Prepare and mark examinations;
- v. Supervise student's research work;
- vi. Prepare teaching and learning materials; vii. Conducting assessment and evaluation; viii. Review the curriculum; and
- ix. Perform any other duties as may be assigned by the supervisor.

QUALIFICATION AND EXPERIENCE

Bachelor of Arts with Education (ICT) plus Master's Degree in Business Studies with Information Communication Technology from recognised institutions.

REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

PTSS 12

2.5 LIBRARY ASSISTANT II- 2 POSTS

DUTIES AND RESPONSIBILITIES

- i. Handle simple enquiries from the reader;
- ii. Assist readers in Bibliographical searching;
- iii. Assists in collection of library statistics;
- iv. Assists in manual operations in various sections of the library; and v. Performs any other related duties assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCES

Form IV or VI with Diploma either in Library Studies, or Information Management from the recognised University or Institutions.

REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

PGSS 3

3.0 THE FAIR COMPETITION COMMISSION (FCC)

The Fair Competition Commission is an independent Government Body established

under the Fair Competition Act, 2003 (No. 8 of 2003) to promote and protect effective competition in trade and commerce and to protect consumer from unfair and misleading market conduct. The ultimate goal of the Act is to increase efficiency in the production, distribution and supply of goods and services.

3.1 CONSUMER PROTECTION OFFICER II - 4 POSTS

DUTIES AND RESPONSIBILITIES

- i. Investigating misleading, deceptive market conducts and unfair business practices;
- ii. Assisting the Head in the enforcement of relevant parts of the FCA;
- iii. Receiving and acting on complaints from consumers;
 - iv. Collaborating with national, regional and international organizations in protecting consumers;
- v. Assisting the Head in promoting fair trade between the consumer and the supplier of goods or service provider;
- vi. Educating consumers about their rights and obligations;
- vii. Developing and implementing consumer redress mechanisms;
 - viii. Assisting in enforcing product recalls and issuance of warning notices to the public on product safety;
- ix. Conducting inquiries, studies and researches on Consumer issues; and
 - x. Performing any other duties as assigned by the Head of Department from time to time.

QUALIFICATION AND EXPERIENCE

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Bachelor's Degree either in Law, Consumer Protection, Commerce, Economics or Business Administration from any recognized university. Possession of computer knowledge is an added advantage.

REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

FCCGSS – 6

3.2 COMMUNICATION & PUBLIC RELATION OFFICER II - 1 POST

DUTIES AND RESPONSIBILITIES

- i. Carrying out media relations with media houses with the aim of developing good rapport;
- ii. Determining strategic audience, establishing communication needs, as well as developing communication objectives and strategies;
- iii. Preparing and coordinating production of the Commission's newsletter;
- iv. Ensuring coordination of Commission's Editorial Board;
 - v. Coordinating the preparation and production of awareness materials for print and electronic media;

- vi. Writing press releases, speeches, articles for journals and newspapers, as well as radio and television scripts;
- vii. Organizing and managing press conferences, conventions, exhibitions, promotions, open-house publicity events and sponsorship;
- viii. Carrying out impact assessment of public relations programmes;
 - ix. Review newspaper, newsletter on a daily basis to ensure that articles on competition and consumer issues are analyzed, clipped, distributed and archived;
- x. Ensuring effective co-ordination of duties in the Unit;
- xi. Ensuring efficient use of resources in the Unit;
 - xii. Monitoring the performance of the Unit against agreed performance targets; and
- xiii. Performing any other duties as assigned by the Director General.

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QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Public Relations, Mass Communication, Journalism, Sociology, Marketing or any other relevant field from recognized university with at least three years of experience in the relevant field. Possession of computer knowledge and experience in Corporate writing will be an added advantage.

REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

FCGSS – 6

3.3 INVESTIGATION OFFICER II -1 POST

DUTIES AND RESPONSIBILITIES:

- i. Identifying cases that appreciably or the likely effect is to prevent, restrict or distort competition in the market;
- ii. Conducting assessment and first stage investigation of cases that appreciably or the likely effect is to prevent, restrict or distort competition in the market;
- iii. Advising the Head of Investigation on cases for second stage investigations;
- iv. Providing regular reports on cases under investigation to the Head of Investigation;
- v. Advising on relevant investigation guidelines;
- vi. Carrying out investigations on un-notified mergers; and
- vii. Performing any other duties as assigned by the supervisor from time to time.

QUALIFICATION AND EXPERIENCE

Bachelor's Degree either in Economics or Law from any recognized university. Possession

of computer knowledge is an added advantage.

REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale
FCGSS 6

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. Attaching copies of the following certificates is 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 verified 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 19 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 also can be found at PSRS Website, Click '**Recruitment Portal**)*

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**