

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/20

8th September, 2017

VACANCIES ANNOUNCEMENT

On behalf of the Public Service Pensions Fund (PSPF), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **(47)** vacant posts as mentioned below;

1.0 PUBLIC SERVICE PENSIONS FUND (PSPF)

Public Service Pensions Fund (PSPF) is a Social Security Institution established under the Public Service Retirement Benefits Act (Cap. 371 R.E. 2015) to provide for contributions to and payment of pensions, gratuities and other benefits to its qualifying members.

1.1 LEGAL SERVICES MANAGER - 1 POST

1.1.1 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.1.2 DUTIES AND RESPONSIBILITIES

- (i) Advising the Management on all legal matters;
- (ii) Participating in contract negotiations on behalf of the Fund;
- (iii) Drafting contracts between the Fund and other parties;
- (iv) Vetting agreements entered into between the Fund and other parties that were not prepared by the Fund;
- (v) Keeping track of all the agreements entered into the Fund so that they are up to date;
- (vi) Providing legal advice to all departments within the Fund whenever necessary;
- (vii) Representing the Fund in all judicial and quasi-judicial functions;

- (viii) Making follow up on outsourced cases to advocates and keep track of the court proceedings;
- (ix) Preparing legal defense and documentation in respect of court cases;
- (x) Conducting the necessary research in respect of court cases;
- (xi) Making follow up and preparing the necessary witnesses in court cases;
- (xii) Instituting court cases on behalf of the Fund;
- (xiii) Participating in mediation and arbitration processes in court and other legal tribunals;
- (xiv) Managing and monitoring risks to which the Legal Services Unit is exposed;
- (xv) Supervising and appraising performance of staff in the Department; and
- (xvi) Performing any other related duties as may be assigned by the Management from time to time.

1.1.3 QUALIFICATION AND EXPERIENCE

Bachelor and Master Degree of Laws from recognized University or Institution plus ten years working experience in the legal field, five years (5) of which should be in Senior Position in the reputable organization and must be registered as Advocate of the High Court.

1.1.4 AGE LIMIT: 45 years of age.

1.2 INVESTMENT MANAGER - 1 POST

1.2.1 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.2.2 DUTIES AND RESPONSIBILITIES

- (i) Conducting feasibility studies for new projects.
- (ii) Developing business plans and overseeing their implementation.
- (iii) Monitoring and evaluating performance of business ventures.
- (iv) Conducting market research, identifying market trends and opportunities and adjust business plans accordingly.
- (v) Collaborating with property managers in carrying out promotion and marketing of the business ventures.
- (vi) Preparing and presenting reports on commercial transactions and current status of business ventures to the Management.
- (vii) Coordinating and supervising the functions and performance of investment

department.

- (viii) Identifying and promoting joint ventures/partnerships with potential investors.
- (ix) Coordinating and managing completion of investment project activities within agreed time frames and approved schedule.
- (x) Liaising with outside consultants on completion of project activities within the approved budget and providing updates to Management on project critical path schedule.
- (xi) Communicating newly discovered risks or problems with pending acquisitions to Management.
- (xii) Monitoring revenue, costs, builder schedule and quality of construction.
- (xiii) Developing collaborative working relationships with other departments on financial, legal and logistical issues.
- (xiv) Managing and monitoring risks to which the Department is exposed
- (xv) Supervising and appraising performance of staff in the department.
- (xvi) Coordinating the preparation of the agenda items and reports for Management Investment Committee meetings.
- (xvii) Collaborating with other departments in addressing relevant project risks and devising proper resolution strategies.
- (xviii) Performing any other related duties which may be assigned by superiors from time to time.

1.2.3 QUALIFICATION AND EXPERIENCE

Bachelor and Master Degree either in Investment Finance, Economics or Financial Management from a recognized University or Institution plus a working experience of 10 years in the relevant field, five (5) years of which should be in a Senior Position in the reputable organization.

1.2.4 AGE LIMIT: 45 years of age.

1.3 SENIOR PROCUREMENT OFFICER 1POST

1.3.1 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.2 DUTIES AND RESPONSIBILITIES

- (i) Developing the procurement management and Policies.
- (ii) Maintaining records of all purchases of the Fund.
- (iii) Coordinating and assisting in stock taking or verification.

- (iv) Participating in the preparation of the Fund's Annual Procurement Plan.
- (v) Coordinating the implementation of duties performed by subordinate officers.
- (vi) Ensuring that stock replenishment action is taken at the right time.
- (vii) Preparing periodic procurement reports as per existing guidelines.
- (viii) Conducting research on proper procurement and supplies systems.
- (ix) Participating in the implementation of activities of Tender Board Secretariat.
- (x) Performing any other related duties as may be assigned by the superiors from time to time.

1.3.3 QUALIFICATION AND EXPERIENCE

Bachelor degree in Procurement and Supplies Management from a recognized Institution with an Upper Second Class plus at least seven years working experience in the relevant field. A prospective candidate must possess a Certified Procurement and Supplies Professional (CPSP) qualification and registered by the Procurement and Supplies Professionals and Technicians Board (PSPTB). Possession of a master's degree in the relevant field will be an added advantage.

1.3.4 AGE LIMIT: 45 years of age.

1.3.5 HUMAN RESOURCES OFFICER GRADE I - 1 POST

1.3.6 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.7 DUTIES AND RESPONSIBILITIES

- (i) Preparing human resources development plans, training budgets and manuals for specialized training to cater for upward mobility and localization programmes.
- (ii) Participating in the implementation of recruitment, placement, disciplinary and other personnel matters.
- (iii) Developing and maintaining human resources inventory and records with a view to establishing human resources management information system.
- (iv) Participating in developing career, succession and manpower planning for staff at all levels.
- (v) Administering employee's benefits and other entitlements.
- (vi) Administering disciplinary matters within the limits laid down in the existing labour statutes
- (vii) Participating in carrying out training needs assessment and preparing training programmes and career paths for the Fund's staff.

- (viii) Participating in the preparation, implementation and evaluation of training programmes and their effectiveness to the needs of the Fund.
- (ix) Organizing, supervising and co-ordinating the implementation of on-the-job training and general training programmes.
- (x) Participating in the preparation of human resources development plans, training budgets and manuals for specialized training upward mobility and localization programmes.
- (xi) Liaising with international agencies and Government Ministries on the sponsorships and scholarships for long and short term seminars abroad.
- (xii) Performing any other related duties as may be assigned by the superiors from time to time.

1.3.8 QUALIFICATION AND EXPERIENCE

Bachelor degree either in Public Administration or Human Resources Management from a recognized Institution with an Upper Second Class plus at least five years' experience in the field of human resources management. Candidates must have passed Proficiency Examination for Human Resources Officers. Possession of a Master's degree in Public Administration or Human Resources Management will be an added advantage.

1.3.9 AGE LIMIT: 45 years of age.

1.3.10 OPERATIONS OFFICERS GRADE II - 6 POSTS

1.3.11 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.12 DUTIES AND RESPONSIBILITIES

- (i) Identification and registration of new members and timely communication with both existing and potential members and other stakeholders;
- (ii) Timely follow-up on contributions remittance within the region by enforcing compliance among contributing members and ensuring that all members' queries are immediately and adequately responded to;
- (iii) Carrying out an analysis of the informal sector set-up in the region for the purpose of extending social security coverage to that sector;
- (iv) Ensuring that benefits are timely paid to the beneficiaries;
- (v) Collecting claims and sorting out any problem related to claims in order to avoid delays;

- (vi) Establishment of good work relationship with all banks within the region for the purpose of ensuring that benefits are granted to the right beneficiary;
- (vii) Participating in conducting members' seminars for the purpose of educating members on various issues having impact on membership and benefits;
- (viii) Participating in the preparation of monthly reports;
- (ix) Participating in pensioners' verification and keeping track of their records;
- (x) Receiving and attending stakeholders' complaints;
- (xi) Educating members and other stakeholders on the Fund's operations;
- (xii) Any other duties as may be assigned from time to time.

1.3.13 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Social Security Administration, Accounting, Finance Management or Actuarial Science with an Upper Second Class.

1.3.14 AGE LIMIT: 45 years of age.

1.3.15 COMPLIANCE OFFICERS GRADE II - 4 POSTS

1.3.16 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.17 DUTIES AND RESPONSIBILITIES

- (i) Carrying out periodic inspection visits to employers to verify completeness and accuracy of contributions remittance.
- (ii) Ensuring prompt payment of contributions by the employers.
- (iii) Keeping proper records of contributing employers.
- (iv) Identifying new members and undertaking the registration exercise of the new members.
- (v) Making follow up with the employers on payment of contributions
- (vi) Preparing reminder notices to employers who do not remit contributions on time.
- (vii) Performing any other related duties as may be assigned by the superiors.

1.3.18 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Accounting, Financial Management or Actuarial Science with an Upper Second Class from a recognized Institution.

1.3.19 AGE LIMIT: 45 years of age.

1.3.20 INFORMATION SYSTEMS OFFICER GRADE II - 2 POSTS

1.3.21 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.22 DUTIES AND RESPONSIBILITIES

- (i) Providing first level support to office automation systems such as installations, upgrades and troubleshooting;
- (ii) Running the start and end of day and periodic processes for business systems;
- (iii) Producing relevant reports and other information as requested by business units;
- (iv) Ensuring that the Fund's website and Intranet are kept up to date;
- (v) Understanding business needs and map them to the software/application (customization and new requirements);
- (vi) Receiving document and attend all problems reported to help desk by users;
- (vii) Ensuring all data/information is backed up, verified and stored off site; and
- (viii) Performing any other related duties as may be assigned by the superiors from time to time.

1.3.23 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Information Technology or Computer Science with an Upper Second Class from a recognized Institution.

1.3.24 AGE LIMIT: 45 years of age.

1.3.25 SENIOR INTERNAL AUDITOR - 1 POST

1.3.26 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.27 DUTIES AND RESPONSIBILITIES

- (i) Reviewing operational activities and utilization of funds in the organization;
- (ii) Verifying miscellaneous matters such as control over unused documents, insurance cover for all types of risks;
- (iii) Scrutinizing records of inspections carried out other than internal audit;
- (iv) Participating in planning auditing operations;
- (v) Preparing audit programs and supervision of audit team;
- (vi) Participating in conducting information system audit in the different IT systems;
- (vii) Participating in conducting procurement audit;
- (viii) Carrying out operational and management audit;
- (ix) Preparation of Internal Audit reports;
- (x) Performing any other related duties as may be assigned by the superiors from time to time.

1.3.28 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Accounting or Finance with at least seven years working experience in the field of auditing from a reputable Audit firm or Organization. Must be registered with NBAA as Certified Public Accountant –CPA (T) and the Institute of Internal Auditors Tanzania Chapter as Certified Internal Auditor -CIA. Possession of Master’s Degree in the relevant field will be an added advantage.

1.3.29 AGE LIMIT: 45 years of age.

1.3.30 INFORMATION SYSTEMS ENGINEER GRADE II - 1 POST

1.3.31 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.32 DUTIES AND RESPONSIBILITIES

- (i) Installing, maintaining and repairing of computers, UPS, Scanners and Network devices;
- (ii) Managing the PABX and telephone system;
- (iii) Administering the Computer network;
- (iv) Managing and offer support to users for data communication systems;
- (v) Receiving documenting and attending hardware-related problems reported by users;
- (vi) Installing and providing support to users of office automation products/software;
- (vii) Installing, maintaining and support the operating systems;
- (viii) Maintaining and updating equipment inventory;
- (ix) Designing and delivering end users training for the equipment installed;
- (x) Monitoring security of equipment and operating systems across the Fund as per relevant policies;
- (xi) Monitoring performance and relevance of current equipment to ascertain their efficiency and cost; and
- (xii) Performing any other related duties as may be assigned by the superiors from time to time.

1.3.33 QUALIFICATION AND EXPERIENCE

Bachelor’s Degree either in Computer Engineering, Electrical Engineering, Information Technology or Computer Science with an Upper Second Class from a recognized Institution. Possession of professional certification will be an added advantage.

1.3.34 AGE LIMIT: 45 years of age.

1.3.35 SENIOR FINANCE OFFICER -TAX MATTERS - 1 POST

1.3.36 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.37 DUTIES AND RESPONSIBILITIES

- (i) Collecting tax-related information, reporting to Tanzania Revenue Authority in a timely manner, and advising the Fund on the tax impact of various corporate strategies;
- (ii) Liaising with Tanzania Revenue Authority on all tax matters affecting the Fund, including preparation and submitting of tax returns for the Fund;
- (iii) Administering all tax matters affecting the Fund, including making arrangements for tax compliance in respect of all investments and investment properties and proactively manage risks that the Fund is exposed to with respect to tax issues;
- (iv) Liaising with Tanzania Revenue Authority over tax issues;
- (v) Preparing periodic and annual reports on tax matters;
- (vi) Liaising with external auditors during audit work in relation to Tax Matters; and
- (vii) Performing any other related duties as assigned by the superiors from time to time.

1.3.38 QUALIFICATION AND EXPERIENCE

Bachelor degree or equivalent qualification either in Tax Administration, Accounting or Finance and CPA (T) with experience of Seven years in relevant field. Possession of a Master's degree in either Tax Administration, Accounting or Finance will be an added advantage.

1.3.39 AGE LIMIT: 45 years of age.

1.3.40 FINANCE OFFICER GRADE I - 2 POSTS

1.3.41 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.42 DUTIES AND RESPONSIBILITIES

- (i) Participating in preparation of quarterly and annual Financial Statements and arrange for the Financial Statements to be audited within prescribed time;
- (ii) Participating in budget preparation and in exercising budgetary controls within the Fund; including provision of reports relating to budgets implementation;
- (iii) Collecting of all receipts, make payments and prepare reports related to

- collections and payments;
- (iv) Preparing weekly and monthly cash projections to enable sound financial decisions to be made;
 - (v) Maintaining a day-to-day liaison with Fund's bankers, employers, retirees and pensioners with a view to maintaining and improving controls over cash;
 - (vi) Participating in maintaining a liaison with internal and external auditors in order to achieve effective financial control.
 - (vii) Carrying out reconciliation statements for the bank and other accounts to ensure high level of data integrity.
 - (viii) Performing any other related duties as assigned by the superiors

1.3.43 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Accounting or Financial Management with an Upper Second Class from recognized Institutions and CPA (T) and at least five years' experience.

1.3.44 AGE LIMIT: 45 years of age.

1.3.45 RECORDS OFFICER GRADE II - 1 POST

1.3.46 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.47 DUTIES AND RESPONSIBILITIES

- (i) Managing records management systems, keeping and supervising the use of the Fund's records;
- (ii) Retrieving and placing of registration cards for retiring members from the appropriate racks;.
- (iii) Ensuring completeness of submitted forms and supporting documents;
- (iv) Keep proper records correctly;
- (v) Participating in the designing a control number system on benefit files opened;
- (vi) Proper keeping of paid benefit files;
- (vii) Recommending for the review of the Fund's Document Management System;
and
- (viii) Performing any other related duties as may be assigned by the superiors from time to time.

1.3.48 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Records Management, Archives or Library Studies with Upper Second Class from a recognized institution.

1.3.49 AGE LIMIT: 45 years of age.

1.3.50 RECORDS MANAGEMENT ASSISTANT GRADE II - 2 POSTS

1.3.51 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.3.52 DUTIES AND RESPONSIBILITIES

- (i) Receiving, recording letters in the inward and outward registers for postage and/or dispatch;
- (ii) Retrieving records and channeling the same to the appropriate Officers;
- (iii) Sorting, classifying and filing letters in the appropriate files;
- (iv) Recording and maintaining movements of file and other office documents in the appropriate movement registers;
- (v) Assisting in opening new confidential and open files;
- (vi) Dispatching letters and documents on time;
- (vii) Keeping and maintaining files and other documents in good order;
- (viii) Handling and classify open files and documents; and
- (ix) Performing any other related duties as may be assigned by superiors from time to time.

1.3.53 QUALIFICATION AND EXPERIENCE

Candidates must be Form IV/VI leavers with passes in English and Kiswahili plus Diploma in Records Management from a recognized Institution. Prospective candidates must be conversant with Microsoft Office Applications.

1.3.54 AGE LIMIT:

45 years of age.

1.4 OFFICE SECRETARY - 2 POSTS

1.4.1 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.4.2 DUTIES AND RESPONSIBILITIES

- (i) Typing letters, reports and other official documents;
- (ii) Handling incoming mails marked for personal attention;
- (iii) Filing and distributing internal mails;
- (iv) Keeping a diary of events and arrange appointments for the Directors;
- (v) Keeping file Movement Register in the respective offices;

- (vi) Ensuring cleanliness and safety of assets and official documents in the office;
- (vii) Receiving and directing visitors to respective offices;
- (viii) Keeping and maintaining diaries and appointments of his/her superior;
- (ix) Keeping and maintaining office machines, equipment and accessories;
- (x) Ensuring incoming and outgoing files are in order;
- (xi) Preparing list of office requirements;
- (xii) Facilitating departmental meetings arrangements;
- (xiii) Keeping record of file movement register and other office documents in his/her office; and
- (xiv) Performing any other related duties assigned by a superior from time to time.

1.4.3 QUALIFICATION AND EXPERIENCE

Form IV/VI leavers with passes in English and Kiswahili plus Diploma in Secretarial Studies from recognized institution. A prospective candidate must also have good communication skills.

1.4.4 AGE LIMIT: 45 years of age.

1.4.5 TELEPHONE OPERATOR/RECEPTIONIST- 2 POSTS

1.4.6 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.4.7 DUTIES AND RESPONSIBILITIES

- (i) Receiving and enquiring visitors and directing them to proper officers or sections of the Fund;
- (ii) Keeping visitors register;
- (iii) Receiving, screening and routing internal and external telephone calls;
- (iv) Ensuring safety and cleanliness of the switchboard and the associated appliances;
- (v) Ensuring visitors have prior appointments or permission from the respective officers;
- (vi) Registering all incoming and outgoing calls;
- (vii) Reporting telephone communication failure to the office supervisor;
- (viii) Making follow up with telephone service providers on telephone bills; and
- (ix) Performing any other related duties as assigned from time to time.

1.4.8 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in English and Kiswahili. Candidate must possess a certificate in Telephone/Front Office Operations from a recognized training institution. A prospective candidate must be conversant with Microsoft Office applications.

1.4.9 AGE LIMIT: 45 years of age.

1.4.10 DRIVERS – CUM – OFFICE ASSISTANTS - 2 POSTS

1.4.11 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.4.12 DUTIES AND RESPONSIBILITIES

- (i) Responsible for proper handling and driving the Fund's vehicle assigned to him;
- (ii) Ensuring that the Fund's vehicle and its accessories are in a good and safe working condition before and after making any trip;
- (iii) Carrying out minor repairs on the vehicle assigned to him;
- (iv) Delivering files and letters timely within the Fund's offices to facilitate a smooth work flow;
- (v) Collecting and dispatching letters and messages to relevant departments, sections and units;
- (vi) Disbursing and collecting letters and parcels to and from various offices outside the Fund's premises;
- (vii) Ensuring offices and other facilities in the office premises are clean; and
- (viii) Performing any other related duties as may be assigned by supervisors from time to time.

1.4.13 QUALIFICATION AND EXPERIENCE

Form IV certificate and a valid Class "C" Driving License coupled with three years proven driving experience. In addition, the candidate must possess a Trade Test Grade III in Motor Vehicles Mechanics or Certificate in Motor Vehicles Driving.

1.4.14 AGE LIMIT: 45 years of age.

1.5 ACTUARIAL OFFICER GRADE II - 1 POST

1.5.1 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.5.2 DUTIES AND RESPONSIBILITIES

- (i) Designing data collection method, performing data collection and analysis;
- (ii) Participating in the review of the investment performance;

- (iii) Identifying, monitoring and managing of risks as well as performing experience analysis of the Fund;
- (iv) Performing experience analysis of the scheme;
- (v) Conducting benefits comparison studies;
- (vi) Participating in implementing recommendations from actuarial reports;
- (vii) Attending queries emanating from actuarial reports;
- (viii) Assessing on the viability of the Funding methods employed by the Fund; and
- (ix) Performing any other related duties as may be assigned by the superiors from time to time.

1.5.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Actuarial Science with an Upper Second Class from a recognized institution

1.5.4 AGE LIMIT: 45 years of age.

1.5.5 MARKETING OFFICER GRADE I – SOCIAL MEDIA MANAGEMENT - 1POST

1.5.6 EMPLOYMENT TERMS: PERMANENT AND PENSIONABLE

1.5.7 DUTIES AND RESPONSIBILITIES

- (i) Managing social media platforms and contents;
- (ii) Establishing and managing a database of social media stakeholders;
- (iii) Aligning the Fund's social media strategies with different groups of prospective members;
- (iv) Designing customized messages for different groups of members;
- (v) Coordinating the production of marketing materials;
- (vi) Participating in sourcing and uploading marketing contents;
- (vii) Building and maintaining positive relationships with stakeholders;
- (viii) Coordinating occasional events as part of the Fund's public programme;
- (ix) Coordinating local and diaspora partnerships to promote the Fund and its activities;
- (x) Monitoring and analysing social security industry dynamics and market trends;
- (xi) Studying social security products and services exploring ways of improving existing products and services, and increasing the Fund's Membership;
- (xii) Collaborating with the Directorate of Operations in maintaining central contacts database; and

- (xiii) Distributing the Fund's publicity materials in a timely and effective manner.

1.5.8 QUALIFICATION AND EXPERIENCE

Bachelor degree either in Marketing or Business Communication with at least an Upper Second Class plus five years' experience in the field of marketing. The prospective candidate should be conversant in managing social media accounts.

1.5.9 AGE LIMIT: 45 years of age.

1.6 RECORDS MANAGEMENT ASSISTANT –PSS MEMBERS RECORDS (2 POSTS)

1.6.1 EMPLOYMENT TERMS: 3 YEARS EMPLOYMENT CONTRACT.

1.6.2 DUTIES AND RESPONSIBILITIES

- (i) Arranging and filing of members' registration cards and benefits application forms; and the related documents;
- (ii) Retrieving and placing of registration cards for member's documents in the appropriate racks and dockets;
- (iii) Scanning incoming documents in respect of members;
- (iv) Ensuring completeness of submitted forms and supporting documents;
- (v) Proper keeping of members records;
- (vi) Opening and maintaining benefits files;
- (vii) Indexing documents in the Document Management System; and
- (viii) Performing any other related duties as may be assigned by the superiors from time to time.

1.6.3 QUALIFICATION AND EXPERIENCE

Form IV/VI leavers plus Diploma in Records Management from a recognized institution. Prospective candidates must be computer literate in Microsoft Office applications and passes.

1.6.4 AGE LIMIT: 27 years of age.

1.6.5 ACCOUNTS ASSISTANTS - 2 POSTS

1.6.6 EMPLOYMENT TERMS: 3 YEARS EMPLOYMENT CONTRACT.

1.6.7 DUTIES AND RESPONSIBILITIES

- (i) Maintaining financial and related documents such as files, registers, payment and journal vouchers and cash books;
- (ii) Making follow up and collection of all banking related documents;

- (iii) Effecting data entry into the accounting system;
- (iv) Maintaining of contributions records;
- (v) Receiving and acknowledging payment receipts;
- (vi) Preparing payment and journal vouchers;
- (vii) Maintaining cash books;
- (viii) Preparing bank reconciliation statements;
- (ix) Preparing of debtor schedules and reconciling them with general ledger;
- (x) Making follow up of debts to ensure prompt collection;
- (xi) Maintaining subsidiary books; and
- (xii) Performing any other related duties as assigned by the superiors.

1.6.8 QUALIFICATION AND EXPERIENCE

Form IV/VI leavers with a Diploma in Accounting or ATEC I from a recognized institution and must have a basic knowledge of computer applications.

1.6.9 AGE LIMIT: 27 years of age.

1.6.10 BENEFITS/COMPLIANCE ASSISTANT - 10 POSTS

1.6.11 EMPLOYMENT TERMS: 3 YEARS EMPLOYMENT CONTRACT.

1.6.12 DUTIES AND RESPONSIBILITIES

- (i) Participating in the registration of new members;
- (ii) Identifying new members and undertaking the registration exercise;
- (iii) Making follow up with the employers/individual member on payment of contributions;
- (iv) Keeping proper records of contributing members.
- (v) Participating in periodic and special inspection visits to members;
- (vi) Preparing reminder notices to members who do not remit contributions;
- (vii) Verifying and processing terminal benefits claims;
- (viii) Maintaining records of pensioners during processing period;
- (ix) Ensuring accurate and adequate records and documentation relating to claims are records in the file and system;
- (x) Compiling necessary statistics relating to benefits claims;
- (xi) Receiving and record and handling customer queries and complaints and forwarding them to the Head of PSS where required;
- (xii) Attending to related telephone calls and providing counter customer queries; and.

- (xiii) Performing any other related duties as may be assigned by the superiors from time to time.

1.6.13 QUALIFICATION AND EXPERIENCE

Form IV/VI leavers with a Diploma either in Marketing, Accounting, Statistics, or Social Security Administration.

1.6.14 AGE LIMIT: 27 years of age.

1.6.15 OFFICE ASSISTANT - 1 POST

1.6.16 EMPLOYMENT TERMS: 3 YEARS EMPLOYMENT CONTRACT.

1.6.17 DUTIES AND RESPONSIBILITIES

- (i) Delivering files and letters within the Fund's offices to facilitate smooth work flow;
- (ii) Moving files and other official documents to respective officers and Registry;
- (iii) Cleaning offices, furniture and surrounding environment;
- (iv) Moving furniture and equipment as required;
- (v) Keeping safe custody of office property and reporting any breakage of office facilities for appropriate maintenance action;
- (vi) Running office errands;
- (vii) Collecting and delivering mails and documents to relevant departments of the Fund;
- (viii) Preparing and distributing tea;
- (ix) Photocopying documents and letters and distribute to respective officers/offices;
- (x) Disbursing and collecting letters and parcels to and from various offices outside the Fund's premises;
- (xi) Recording letters in the inward and outward registers;
- (xii) Ensuring offices and other facilities in the surroundings are clean;and
- (xiii) Performing any other related duties as may be assigned by supervisors from time to time.

1.6.18 QUALIFICATION AND EXPERIENCE

Form IV Certificate with at least three passes, two of which should be English and Kiswahili with a proven track record of good character.

1.6.19 AGE LIMIT: 27 years of age.

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 22nd September, 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