

# UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/126

14<sup>th</sup> May, 2018

### VACANCIES ANNOUNCEMENT

President's Office, Public Service Recruitment Secretariat on behalf of the Ministry of Finance and Planning, invites qualified Tanzanians to fill **5** vacant posts as mentioned below;

#### **1.0 INTRODUCTION:**

#### **MINISTRY OF FINANCE AND PLANNING**

The Ministry of Finance and Economic Affairs manages the overall revenue, expenditure and financing of the Government of the United Republic of Tanzania and provides the Government with advice on the broad financial affairs of Tanzania in support of the Government's economic and social objectives. The Ministry oversees budget preparation and execution. The Ministry monitors fiscal developments during the year and reports to Parliament.

The Ministry also formulates and manages revenue policies and legislation that are presented to Parliament. Its responsibilities include preparing the Central Government budget; developing tax policy and legislation; managing Government borrowings on financial markets; determining expenditure allocations to different Government institutions; transferring central grants to local governments; developing regulatory policy for the country's financial sector in cooperation with the Bank of Tanzania and representing Tanzania within international financial institutions. The Ministry is also vitally concerned with the performance of the Tanzanian economy, international trade, monetary affairs and other aspects of the global economy that affect Tanzania's domestic performance. Given the Ministry's wide-ranging advice and policy role, Ministry officials work closely with officials in other Ministries, agencies and

departments to ensure that the Government's overarching poverty reduction strategies are implemented and objectives attained.

The Government of Tanzania is implementing Phase V of the Public Finance Management Reforms Programme (PFMRP). The main objective of the programme is to support the achievements of national development goals by providing support to strengthen core public financial management systems and outcomes.

### **1.1 PROGRAMME COORDINATOR -1 POST**

**Reports to:** Programme Manager

**Job Purpose:** To ensure that the PFMRP Programme is effectively implemented, by providing support to senior management of MOFP and all beneficiaries in programme design, implementation and performance management.

**Supervision:** Direct: All staff of the PFMRP Secretariat  
Indirect: Zanzibar Programme Administrator

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

- (i) Coordinate the review and update of the PFMRP Strategy document, annual plans and budgets;
- (ii) Prepare and disseminate the programme calendar of events, reporting deadlines etc;
- (iii) Ensure that efficient Secretariat services are provided to all programme committees, key meetings, development partners and external consultants undertaking programme management related tasks;
- (iv) Coordinate and facilitate the implementation of programme activities;
- (v) Ensure that the PFMRP budget is executed as planned, in compliance with GOT financial and procurement regulations;
- (vi) Liaise with other PFM reform initiatives to ensure synergy and avoid duplication of effort or identify any critical gaps in coverage of programme implementation;
- (vii) Coordinate preparation of programme performance and progress (M&E) reports;
- (viii) Coordinate monitoring and evaluation of implementation of programme activities, including the provision of support for supervision missions;

- (ix) Provide early warning on likely obstacles to implementation of the plans;
- (x) Provide quality assurance advice on a day to day basis and identify sources of follow up support on more complex PFM issues;
- (xi) Management responsibility for all members of the Secretariat to ensure acceptable levels of performance;
- (xii) Ensure that there is an effective communication strategy to maximise awareness of, and support for the programme;
- (xiii) Regularly review programme implementation to assess conformity with agreed annual work plans;
- (xiv) Liaise with development partners on the scope, content and timing of their assistance, and ensure complementarity and effectiveness of the assistance;
- (xv) Developing and conducting Change management and Leadership Development activities in support of the programme; and
- (xvi) Perform any other tasks reasonably assigned by the Programme Manager.

**1.1.2 Main outputs:** Responsible for ensuring that the following outputs are produced:

- (i) PFRMP Programme Strategy, Plan and budgets
- (ii) Annual calendar of events
- (iii) PFMRP M&E framework
- (iv) M&E reports
- (v) Committee meeting minutes
- (vi) Final reports from M&E and other evaluation exercises
- (vii) Financial management and procurement reports
- (viii) Annual programme audit reports

**1.1.3 Physical and Financial Assets:**

Overall responsibility for all Secretariat assets, including budget funds, and equipment

**1.1.4 Special Conditions:**

- Required to travel on a regular basis
- May have to work outside standard working hours

**1.1.5 QUALIFICATION AND EXPERIENCE**

- (i) At least Master Degree either in Project/Programme Management, Finance, Economics or Business Administration

- (ii) Must have at least five years' experience in a senior PFM related management role
- (iii) Proven management skills
- (iv) Proven track record of working effectively at Senior levels in Government and the Development Community
- (v) Good awareness of PFM concepts, requirements, practices and standards
- (vi) Previous experience in a comprehensive PFM reform exercise
- (vii) Computer literate in Microsoft Word, Excel and Power point

#### **1.1.6 Person Specification:**

- (i) Excellent interpersonal and communication skills
- (ii) Able to work under own initiative and without supervision
- (iii) Excellent attention to detail
- (iv) Able to handle and organize multiple competing tasks
- (V) Works well under pressure

#### **1.1.7 REMUNERATION**

Attractive remuneration package

#### **1.1.8 MODE OF EMPLOYMENT**

Four (4) years contract.

#### **1.1.9 FINANCIAL MANAGEMENT ADVISER- 1 POST**

**Reports to:** Programme Coordinator

**Job Purpose:** To be responsible for efficient and effective financial management of PFMRP financial resources

**Supervision:** **Direct:** None

**Indirect:** None

#### **1.1.10 DUTIES AND RESPONSIBILITIES**

The overall purpose of this role is to ensure that all programme financial management functions and processes are carried out efficiently and effectively. The post holder will:

- (i) Prepare, update and distribute programme financial management processes and procedures and ensure that all recipients of programme funds are able to apply these procedures;
- (ii) Advise on technical issues relating to programme financial management;
- (iii) Prepare and distribute the annual financial management calendar;
- (iv) Coordinate and consolidate annual work plans for the programme;
- (v) Consolidate programme budget information;
- (vi) Prepare cash flow forecasts;
- (vii) Coordinate issuance of warrant of funds and disbursement of funds to Strategic Objective (Component) Managers on a timely basis and in line with budget allocations;
- (viii) Prepare financial monitoring and accounting reports for the programme;
- (ix) Maintain all necessary supporting documents, records and accounts;
- (x) Submit requests for funds to the Joint Steering Committee;
- (xi) Provide financial information to Strategic Objective (Component Managers) to assist and enable effective programme operations;
- (xii) Review and ensure compliance with financial procedures;
- (xiii) Ensure that appropriate, accurate and timely reports to GOT in accordance with the relevant financial management procedures;
- (xiv) Ensure that Development Partners receive the necessary reporting information to comply with their internal procedures;
- (xv) Liaise with, and support external auditors and other programme reviewers to ensure that audits and evaluations take place on a timely basis;
- (xvi) Advise programme management of any financial management problems, weaknesses or non-compliance with procedures; and
- (xvii) Perform any other tasks reasonably assigned by the Programme Coordinator

#### **1.1.11 Main outputs:**

- (i) PFMRP Financial Management procedures and processes
- (ii) Annual Programme Budget
- (iii) Programme Cash Flow plan
- (iv) Quarterly Programme Budget Execution Reports
- (v) Annual Financial Statements
- (vi) Responses to audit reports

### **1.1.12 Physical and Financial Assets:**

Overall responsibility for stewardship and accountability for programme funds

### **1.1.13 Special Conditions:**

- Required to travel on a regular basis
- May have to work outside standard working hours

### **1.1.14 QUALIFICATION AND EXPERIENCE**

- (i) Bachelor Degree either in Finance, Accounting or relevant post-graduate university Degree
- (ii) He/She must be Qualified Accountant and registered by the National Board of Accountants and Auditors (NBAA) as an Associate Certified Professional Accountant
- (iii) Must have at least five years' experience in a similar financial management role
- (iv) Proven track record of working effectively at senior levels in Government and the Development Partner community
- (v) Extensive awareness of PFM concepts, requirements, practices and standards
- (vi) Computer literate in Microsoft Word, Excel and Powerpoint
- (vii) Familiarity with GOT financial management procedures and reporting requirements
- (viii) Previous experience in using the financial management systems used by Government and PFMRP (Epicor, SBAS, PlanRep)

### **1.1.15 Person Specification:**

- (i) Excellent interpersonal and communication skills
- (ii) Able to work under own initiative and without supervision
- (iii) Excellent attention to detail
- (iv) Able to handle and organise multiple competing tasks
- (v) Works well under pressure

### **1.1.16 REMUNERATION**

Attractive remuneration package

### **1.1.17 MODE OF EMPLOYMENT**

Four (4) years contract.

### **1.1.18 PROCUREMENT ADVISER- 1 POST**

**Reports to:** Programme Coordinator

**Job Purpose:** To ensure that all procurement activity under the programme complies with the Public Procurement Act and associated Regulations, provides value for money and is in compliance with the MOU

**Supervision: Direct:** None

**Indirect:** None

### **1.1.19 DUTIES AND RESPONSIBILITIES**

- (i) Prepare, maintain and disseminate programme procurement procedures, processes and relevant documentation;
- (ii) Advise on technical issues relating to procurement;
- (iii) Coordinate preparation of Annual Procurement Plans (APP) under the programme;
- (iv) Monitor implementation of APPs and prepare periodic reports;
- (v) Facilitate the application of relevant donor fund procurement processes and procedures;
- (vi) Provide expertise to Procuring Entities (PEs) in implementing their procurement plans and budgets;
- (vii) Support the drawing up of contracts and agreements;
- (viii) Maintain the relevant records and update the APPs and associated records;
- (ix) Coordinate and undertake capacity building in preparation of procurement plans, Terms of Reference (ToRs), Bidding/Tendering documents, evaluation of Bids/proposals, negotiation skills and contracts management;
- (x) Prepare, maintain and disseminate to stakeholders a list of procurement requiring “no objection” for all procurement under the programme;
- (xi) Review specifications and indicative budget for procuring goods and services submitted by PEs for “no objection”;
- (xii) Prepare quarterly programme procurement execution reports;
- (xiii) Advise programme management of any emerging issues or problems;
- (xiv) Prepare an end of year report of performance against the APPs;
- (xv) Liaise with, and support external auditors and other programme reviewers; and
- (xvi) Perform any other tasks reasonably assigned by the Head of the Secretariat

### **1.1.20 Main outputs:**

- (i) Programme procurement regulations, procedures and standard documents

- (ii) Procurement budget preparation guidelines and timetable
- (iii) Annual Procurement Plan
- (iv) Quarterly Procurement Reports
- (v) Annual Review of Procurement Performance

#### **1.1.21 Physical and Financial Assets:**

Overall stewardship for funds used to procure goods and services

#### **1.1.22 Special Conditions:**

- Required to travel on a regular basis
- May have to work outside standard working hours

#### **1.1.23 QUALIFICATION AND EXPERIENCE**

- (i) At least Post-Graduate qualification either in Procurement, Supply Chain Management or related field;
- (ii) Must have At least five years' experience in a similar procurement role
- (iii) Detailed familiarity with the application of Government of Tanzania Procurement Regulations
- (iv) Proven track record of working effectively at senior levels in government and the Development Partner community
- (v) Knowledge and at least five years' experience with World Bank procurement guidelines and procedures applicable in donor funded projects
- (vi) Conversant with preparation and ability to review procurement documents including TORs, EoI, RFP, Concept Notes, Inception Reports and draft Contracts
- (vii) Good awareness of PFM concepts, requirements, practices and standards
- (viii) Computer literate in Microsoft Word, Excel and Power point

#### **1.1.24 Person Specification:**

- (i) Excellent interpersonal and communication skills
- (ii) Able to work under own initiative and without supervision
- (iii) Excellent attention to detail
- (iv) Able to handle and organise multiple competing tasks
- (v) Works well under pressure

#### **1.1.25 REMUNERATION**

Attractive remuneration package



### **1.1.26 MODE OF EMPLOYMENT**

Four (4) years contract.

### **1.1.27 MONITORING AND EVALUATION (M&E ADVISER)- 1 POST**

**Reports to:** Programme Coordinator

**Job Purpose:** To ensure that there is effective monitoring and evaluation of all PFMRP activities and performance

**Supervision:** **Direct:** None

**Indirect:** None

### **1.1.28 DUTIES AND RESPONSIBILITIES**

- (i) Develop, maintain and apply an effective PFMRP M&E system;
- (ii) Coordinate monitoring and evaluation of the programme performance within the Government reporting framework;
- (iii) Develop, maintain and disseminate programme M&E processes and procedures;
- (iv) Design and develop an M&E database for the programme that is integrated with the Government Monitoring Framework;
- (v) Provide technical support and coordinate M&E activities across the Strategic Objectives;
- (vi) Ensure monitoring and reporting requirements are understood by implementers and key stakeholders;
- (vii) Coordinate, advise and facilitate the preparation of a comprehensive programme M&E framework, including good practice definitions of performance measures, indicators, targets, baselines and milestones;
- (viii) Prepare and disseminate an Annual M&E plan and timetable;
- (ix) Ensure that the M&E framework is robust and in-line with good practise and provides a strong and objective basis for performance management;
- (x) Ensure that there is a regular programme of external evaluations and effectively support evaluation teams, such as Joint Supervision Missions;
- (xi) Compile and coordinate preparation of quarterly and annual programme performance reports;

- (xii) Maintain proper records on implementation of the programme which will provide basis for making decision and feedback to stakeholders;
  - (xiii) Facilitate M&E capacity building within the programme beneficiaries;
  - (xiv) Provide M&E quality assurance to programme interventions;
  - (xv) Advise programme management of any concerns with programme performance;
- and
- (xvi) Perform any other tasks reasonably assigned by the Programme Coordinator

**1.1.29 Main outputs:**

- (i) PFMRP M&E system requirements, processes and documentation
- (ii) Annual M&E calendar
- (iii) M&E framework
- (iv) Quarterly and Annual M&E reports

**1.1.30 Physical and Financial Assets:** None

**1.1.31 Special Conditions:**

- Required to travel on a regular basis
- May have to work outside standard working hours

**1.1.32 QUALIFICATION AND EXPERIENCE**

- (i) At least a Master's Degree either in Programme Planning and Management; Economics, or relevant Post-Graduate university degree
- (ii) At least five years' experience in a similar M&E role
- (iii) Proven knowledge of M&E good practice principles and performance management and reporting
- (iv) Detailed awareness of GOT M&E framework and reporting requirements
- (v) Proven track record of working effectively at senior levels in government and the development community
- (vi) Good awareness of PFM concepts, requirements, practices and standards
- (vii) Previous experience in a comprehensive PFM reform exercise
- (viii) Computer literate in Microsoft Word, Excel and database design and management skills.

**1.1.33 Person Specification:**

- (i) Excellent interpersonal and communication skills
- (ii) Able to work under own initiative and without supervision

- (iii) Excellent attention to detail
- (iv) High quality report writing skills
- (v) Able to handle and organise multiple competing tasks
- (vi) Works well under pressure

#### **1.1.34 REMUNERATION**

Attractive remuneration package

#### **1.1.35 MODE OF EMPLOYMENT**

Four (4) years contract.

#### **1.1.36 COMMUNICATIONS ADVISER- 1 POST**

**Reports to:** Programme Coordinator

**Job Purpose:** To ensure that there is a high level of awareness and acceptance of the PFMRP programme by developing and disseminating an agreed programme of communications materials

**Supervision:** **Direct:** None

**Indirect:** None

#### **1.1.37 DUTIES AND RESPONSIBILITIES**

- (i) Prepare a PFMRP Communications Policy, Strategy and design criteria (logos, formats etc);
- (ii) Develop and monitor a set of communications performance indicators and targets;
- (iii) Undertake regular communications audit and stakeholder analysis to assess communication needs;
- (iv) Develop and maintain a PFM reform stakeholders database;
- (v) Design and share an annual PFM reform communication calendar with stakeholders;
- (vi) Prepare an Annual Communications Plan and Budget;
- (vii) To coordinate and produce PFM Reform communication materials in collaboration with the component managers;

- (viii) Liaise with SO (Component) Managers to design, produce and publish programme communications materials for stakeholders;
- (ix) Design, establish and maintain a PFMRP website and ensure that PFMRP information is regularly uploaded onto the MOFP website;
- (x) Design, prepare and disseminate introductory PFMRP information leaflet;
- (xi) Prepare and disseminate a quarterly PFMRP newsletter;
- (xii) Liaise with SO (Component Managers), Central Government Communication Unit to prepare press releases to publicise major programme events;
- (xiii) Ensure that the media and civil society receive regular briefings on PFMRP progress and initiatives;
- (xiv) Receive feedback from stakeholders on PFM reform issues and prepare the appropriate communications responses;
- (xv) Coordinate Programme meetings;
- (xvi) Coordinate and carry out PFM reform information sessions and awareness campaign;
- (xvii) Regular monitoring of the availability of PFM related information on the MOFP website in line with PFMRP commitments on improved transparency; and
- (xviii) Perform any other tasks reasonably assigned by the Programme Coordinator

#### **1.1.38 Main outputs:**

- (i) Communications Policy and Strategy
- (ii) Annual Communications Audit Report
- (iii) Communications timetable and calendar
- (iv) Communications materials including website, leaflet and newsletters
- (v) Press releases and publications;
- (vi) Annual Communications Report

#### **1.1.39 Physical and Financial Assets:**

Accountability for effective use of communications budget

Stocks of programme communications materials

#### **1.1.40 Special Conditions:**

- Required to travel on a regular basis
- May have to work outside standard working hours

#### **1.1.41 QUALIFICATION AND EXPERIENCE**

- (i) At least Bachelor Degree either in Public Relations, communications or relevant field
- (ii) At least five years' experience in a Senior PFM related management role
- (iii) An excellent communicator with a proven track record in a communications role
- (iv) Proven track record of working effectively at senior levels in government and the Development Partners
- (v) Good awareness of PFM concepts, requirements, practices and standards
- (vi) Computer literate in Microsoft Word and PowerPoint
- (vii) Good knowledge of the Strategic Communication methods and approaches.

#### **1.1.42 Person Specification:**

- (i) Excellent interpersonal and communication skills
- (ii) Excellent report and press release writing skills
- (iii) Able to work under own initiative and without supervision
- (iv) Excellent attention to detail
- (v) Able to handle and organize multiple competing tasks
- (vi) Works well under pressure

#### **1.1.43 REMUNERATION**

Attractive remuneration package

#### **1.1.44 MODE OF EMPLOYMENT**

Four (4) years contract.

#### **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 **28<sup>th</sup> May, 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 also can be found at PSRS Website, Click '**Recruitment Portal**')**

**SECRETARY**  
**PUBLIC SERVICE RECRUITMENT SECRETARIAT**