

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/L/69**

**17<sup>th</sup> March, 2021**

**VACANCY ANNOUNCEMENT**

On behalf of Watumishi Housing Company (WHC), Muhimbili University of Health and Allied Science (MUHAS), Shinyanga Water Supply and Sanitation Authority (SHUWASA) and Ardhi University (ARU), Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **(15)** vacant posts mentioned below.

**1.0 WATUMISHI HOUSING COMPANY (WHC)**

Watumishi Housing Company (WHC) is a public entity responsible for the implementation of the Public Servants Housing Scheme (PSHS) and management of the WHC Real Estate Investment Trust (WHC-REIT). Shareholders of WHC and the financiers of the PSHS are the Public Service Social Security Fund (PSSSF), National Social Security Fund (NSSF), National Health Insurance Fund (NHIF) and National Housing Corporation (NHC).

**1.0.1 PROCUREMENT OFFICER II – (1 POST)**

**1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To prepare procurement plans across the company;
- ii. To attend inquiries from bidders and suppliers;
- iii. To assist the Secretary to the Tender Board in preparing agenda for Tender Board meetings;
- iv. To maintain registers of all procurement and supply contracts;
- v. To participate in tender evaluation;

- vi. To prepare compliance reports for submission to the Public Procurement Regulatory Authority;
- vii. To prepare contract documents;
- viii. To provide support in review and evaluate procurement requirements and recommend appropriate alternative procedures;
- ix. To provide support to preparation, coordination and implementation of Annual Procurement and disposal plans;
- x. To provide support in preparing tender bidding documents;
- xi. To provide support in conducting training in procurement and contract management; and
- xii. To undertake any other related duties as may be assigned by the Supervisor.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

- i) Bachelor Degree in Materials Management, Procurement Management or any related equivalent qualifications with proven specialization or coverage in procurement;
- ii) Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional; plus
- iii) Possession of two (2) years' work experience in undertaking procurement of force account construction projects in a reputable institution(s).

### **1.0.4 OTHER COMPETENCIES**

Knowledge and Competence in Information and Communications Technology (ICT) applications and in using TANEPS for procurement process management.

### **1.0.5 REMUNERATION**

As per WHC Salary Scale.

### **1.0.6 CIVIL ENGINEER II – (2 POSTS)**

#### **1.0.7 DUTIES AND RESPONSIBILITIES**

- i. To take an active role in the construction unit which is responsible for constructing quality affordable houses that include carry out levelling, surveying and set out the site;
- ii. To undertake technical and feasibility studies including site investigations;
- iii. To use a range of computer software for developing detailed designs and undertaking complex calculations to check drawings, plans, and other qualities like specifications;

- iv. To act as main technical advisor to subcontractors, operatives and crafts people with respect to the construction site;
- v. To ensure that all the materials used in construction are according to the specifications;
- vi. To resolve design and development/construction, installation or any engineering related problems;
- vii. To schedule material and equipment purchases and deliveries;
- viii. To manage budget and project resources;
- ix. To make sure the project complies with legal requirements, especially health and safety;
- x. To assess the sustainability and environmental impact of projects;
- xi. To ensure projects run smoothly and structures are completed within budget and on time; and
- xii. To perform any other related duties as may be assigned by Supervisor.

#### **1.0.8 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in Civil Engineering from any recognized institution, applicant must be registered by ERB as Graduate Engineer with not less than three (3) years' work experience in construction of housing scheme especially affordable homes in a reputable institution (s) with knowledge and Competence in Information and Communications Technology (ICT) applications.

#### **1.0.9 REMUNERATION**

As per WHC Salary Scale

#### **1.0.10 SALES OFFICER II - (01 POST)**

#### **1.0.11 DUTIES AND RESPONSIBILITIES**

- i. To develop and execute monthly sales plan to target customers;
- ii. To represent WHC at exhibitions, events and demonstrations;
- iii. To execute and process sales for all WHC houses in various projects;
- iv. To answer customer's questions about prices and availability of WHC's products;
- v. To ensure long term customer retention and future sales opportunities by cultivating and maintaining good relationships with the customers;

- vi. To Maintain and develop relationship with existing customers in person and via telephone calls, emails and social media;
- vii. To monitor customer preferences to determine focus of sales efforts;
- viii. To make accurate, timely cost calculations on prices and provide customers with details;
- ix. To attend team meetings and share best practices with colleagues;
- x. To help customers to select housing unit based on customer's needs and ability to purchase;
- xi. To assist customers in preparing sales contract and processing mortgage loan applications;
- xii. To ensure that house buyers pay in time and take appropriate action for the defaulters of the same;
- xiii. To evaluate and analyses sales data trends to know dynamics within the target market;
- xiv. Timely entry of updated customer information in the Real Estate Management Information System;
- xv. To Prepare monthly sales report and submit to superiors; and
- xvi. To undertake any other related duties as may be assigned by superiors.

#### **1.0.12 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Marketing, Public Relations and Advertising, Business Administration majoring in Marketing and Sales or equivalent qualifications from recognized Institutions with knowledge and competence in Information and Communications Technology (ICT) applications. Possession of one (1) year' work experience in a reputable institution(s) will be an added advantage.

#### **1.0.13 REMUNERATION**

As per WHC Salary Scale

#### **1.0.14 ACCOUNTANT II- (01 POST)**

#### **1.0.15 DUTIES AND RESPONSIBILITIES**

- i. To receive/Deposit cash and cheques;
- ii. To issue cheques, petty cash and other payments and issue receipts for payments made;
- iii. To maintain bank deposits slips, receipt book for all transactions and cheque books for all the WHC Bank Accounts;

- iv. To post receipts transactions into accounting system;
- v. To prepare and record all payment vouchers and maintains payment voucher file;
- vi. To prepare and record all credit notes and maintains credit notes file;
- vii. To record all receipts, journal vouchers, debit notes, and petty cash summary and maintains respective file containing those documents;
- viii. To post authorized transactions in the system and ensuring that system records portrays true and updated financial position of the company on a daily basis;
- ix. To maintain and reconcile all accounts receivable accounts including amounts due from staff to ensure prompt and regular collection of dues;
- x. To maintain and reconcile all accounts payable accounts including statutory dues to ensure correct and timely payment for the good and services obtained by company.
- xi. To maintain Fixed Assets Register of the company;
- xii. To compile monthly revenue related reports including reconciliations of sales and VAT returns;
- xiii. To generate various debtor related reports and following up for overdue debt;
- xiv. To effect periodic financial reports for submission to appropriate authorities; and
- xv. To undertake any other related duties as may be assigned by the Supervisor.

#### **1.0.16 QUALIFICATION AND EXPERIENCE**

Bachelor degree or Advanced Diploma in Accounting, Finance and Investment, Commerce/Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized higher learning institution. She/he must have attained CPA (T), ACCA, ACA or its equivalent professional qualifications recognized by NBAA with knowledge and competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software. Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting principles plus one (1) year work experience in a reputable institution(s) will be an added advantage.

#### **1.0.17 REMUNERATION**

As per WHC Salary Scale

## **1.0.18 ACCOUNTANT ASSISTANT II- (01 POST)**

### **1.0.19 DUTIES AND RESPONSIBILITIES**

- i. To receive/Deposit cash and cheques;
- ii. To issue cheques, petty cash and other payments and issue receipts for payments made;
- iii. To maintain bank deposits slips, receipt book for all transactions and cheque books for all the WHC Bank Accounts;
- iv. To post receipts transactions into accounting system;
- v. To prepare and record all payment vouchers and maintains payment voucher file;
- vi. To prepare and record all credit notes and maintains credit notes file;
- vii. To record all receipts, journal vouchers, debit notes, and petty cash summary and maintains respective file containing those documents;
- viii. To post authorized transactions in the system and ensuring that system records portrays true and updated financial position of the company on a daily basis;
- ix. To maintain and reconcile all accounts receivable accounts including amounts due from staff to ensure prompt and regular collection of dues;
- x. To maintain and reconcile all accounts payable accounts including statutory dues to ensure correct and timely payment for the good and services obtained by the company;
- xi. To maintain Fixed Assets Register of the company; and
- xii. To undertake any other related duties as may be assigned by the Supervisor.

### **1.0.20 QUALIFICATION AND EXPERIENCE**

Bachelor degree or Advanced Diploma in Accounting from a recognized higher learning institution with knowledge and competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software. Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting principles plus one (1) year work experience in a reputable institution(s) will be an added advantage.

### **1.0.21 REMUNERATION**

As per WHC Salary Scale

## **1.0.22 DRIVER- (01 POST)**

### **1.0.23 DUTIES AND RESPONSIBILITIES**

- i. To drive vehicle safely taking into account traffic laws, safety of passengers and other road users and value of the vehicle;
- ii. To maintain vehicle cleanliness regularly;

- iii. To fill in logbook regularly for effective control of running costs of the vehicle;
- iv. To make regular check up on the condition of motor vehicle and report promptly any noted faults;
- v. To ensure that valid documents and permits are acquired prior commencement of any journey;
- vi. To ensure that motor vehicle and their accessories are in good condition; initiate routine vehicle maintenance/repair to the approved service agent;
- vii. To maintain disciplined behavior, smartness and proper conduct in rendering services;
- viii. To perform messengerial duties such as dispatching documents/letters and collecting mails for the company; and
- ix. To perform any other related duties as may be assigned by the Supervisor.

#### **1.0.24 QUALIFICATION AND EXPERIENCE**

Form IV Secondary Education Certificate, having a Valid Driving License Class C with Basic Driving course plus clean driving experience of at least three (3) years without accidents. Possession of Trade Test Grade III/NVA I in Motor Vehicle Maintenance/Mechanics is an added advantage.

#### **1.0.25 REMUNERATION**

As per WHC Salary Scale

## **2.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES**

The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS). Over the years MUCHS made significant achievements in terms of increased students enrolment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities Act No. 7 of

2005. Subsequently, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

### **2.0.1 TUTORIAL ASSISTANT -RADIOLOGY AND IMAGING DEPARTMENT (SCHOOL OF MEDICINE) – (1 POST).**

#### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To understudy senior faculty by attending Lectures, seminars, tutorials and practical's where applicable;
- ii. To study and acquire skills and knowledge in training, research and consultancy;
- iii. To assist in research and consultancy projects;
- iv. To develop training proposals conducted by Senior Faculty;
- v. To participate in curricular development;
- vi. To participate in provision of services for Biomedical, Laboratory and Clinical departments; and
  - vii. To perform any other related duties as may be assigned by the Supervisor.

#### **2.0.3 QUALIFICATIONS AND EXPERIENCE**

First Degree in Medical Doctor (MD) or its equivalent, with a minimum GPA of 3.8 from a recognized reputable University.

#### **2.0.4 REMUNERATION**

Salary Scale PUTS 1.1-1.3

### **2.0.5 TUTORIAL ASSISTANT - RESTORATIVE DENTISTRY DEPARTMENT (SCHOOL OF DENTISTRY) – (1 POST).**

#### **2.0.6 DUTIES AND RESPONSIBILITIES**

- i. To understudy senior faculty by attending Lectures, seminars, tutorials and practical's where applicable;
- ii. To study and acquire skills and knowledge in training, research and consultancy;
- iii. To assist in research and consultancy projects;
- iv. To develop training proposals conducted by Senior Faculty;
- v. To participate in curricular development;



- vi. To participate in provision of services for Biomedical, Laboratory and Clinical departments; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

## **2.0.7 QUALIFICATIONS AND EXPERIENCE**

First Degree in Doctor of Dental Surgery (DDS) or its equivalent, with a minimum GPA of 3.8 from a recognized reputable University.

## **2.0.8 REMUNERATION**

Salary Scale PUTS 1.1-1.3

## **3.0 ARDHI UNIVERSITY (ARU)**

Ardhi University (ARU) is a public university in Dar es Salaam, Tanzania. It was established 28 March 2007, though it has been offering training for more than 60 years in different status. It is situated on Observation Hill close to University of Dar es Salaam, in which it was a constituent college from 1996-2007, when it was known as University College of Lands and Architectural Studies—UCLAS. Prior being part of University of Dar es Salaam, Ardhi University was known as Ardhi Institute with history extending to mid-1950s.

### **3.0.1 SURVEY TECHNICIAN III- 2 POSTS (RE ADVERTISED)**

#### **3.0.2 DUTIES AND RESPONSIBILITIES**

- i. To carry out specified tasks under supervision;
- ii. To conduct practical/ field work with students;
- iii. To assist in planning, organizing, co-coordinating and controlling activities in the unit;
- iv. To assist in the installation, testing and maintenance of equipments;
- v. To keep in proper custody survey equipments and materials; and
- vi. To perform any other related duties as may be assigned by the Supervisor.

#### **3.0.3 QUALIFICATIONS AND EXPERIENCE**

Form IV/VI with certificate either in Geomatics, Lands Surveying, Instrumentation or related field plus ICT skills.

#### **4.0 SHINYANGA WATER SUPPLY AND SANITATION AUTHORITY (SHUWASA)**

Shinyanga Water Supply and Sanitation Authority (SHUWASA) is an Autonomous Utility which was established under section 3(I) of Cap. 272 of 1997 as reviewed by section 60 of Water supply and Sanitation Act No. 12 of 2009 and Act No. 5 of 2019. SHUWASA is charged with the overall responsibility of operations and management of portable clean water supply and sanitation services in Shinyanga. SHUWASA performs its duties under the pilot and supervision of the Executive Board of Directors. The general guidelines to run the Authority are provided by the Ministry of Water and regulated by EWURA.

##### **4.0.1 WATER TECHNICIAN II - 5 POSTS (RE ADVERTISED)**

##### **4.0.2 DUTIES AND RESPONSIBILITIES**

- i. To maintain and update the water network maps;
- ii. To maintain and update customers particulars (customer service line, Account number, meter location and other related water infrastructure);
- iii. To undertake customer particular verification and mapping in accordance with the programs prepared by the Planning and Construction Engineer;
- iv. To carry out surveys and prepare drawings/ sketches of existing and proposed water works;
- v. To undertake the preparation of construction drawing for water network developments and modernization in accordance with the programs prepared by the Planning and Construction Engineer;
- vi. To maintain up-to- date data and information on the water network; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

##### **4.0.3 QUALIFICATIONS AND EXPERIENCE**

Diploma either in Civil or Water Resources Engineering with good command of AutoCAD and GIS tools.

**4.0.4 AGE LIMIT:** Candidate must be within an age of **25 to 35** years.

##### **GENERAL CONDITIONS**

- i. All applicants must be citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service and where specified;

- 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;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii.** A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, Utumishi Building at University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **31<sup>st</sup> March, 2021;**

- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**)*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**