Applications are hereby invited from suitably qualified persons to fill various posts.

**1.0 JOB TITLE: FINANCE MANAGEMENT OFFICER GRADE II**

**(9 POST)**

**1.1 Duties and Responsibilities:**

(i) Compile and consolidate inputs from Ministerial Desk Officers for the preparation of Monthly OC and development local funds allocations

(ii) Consolidate data from Ministerial Desk Officers for the preparation of reallocations, excess vote and supplementary documents.

(iii) Input budget adjustment data for the Ministries and Departments in the computer system.

(iv) Prepare release warrants for projects implemented by Ministries and Independent Departments.

(v) Collect and compile data for budget monitoring and control of the scheduled Ministries and Independent Departments.

(vi) Monitor and evaluate implementation of development programmes and projects by visiting regions in which they are implemented to ensure optimization of external resources usage.

(vii) To liaise with other department in monitoring debt services obligations and debt relief initiatives.

(viii) Arrange for and participate in the negotiations of various agreements and cause them to be declared effective.

(ix) Participate in the preparation of development budget

(x) Review, recommend and forward to partner projects and programmes for financing.
1.2 Qualification and Experience:

(i) Holder of Bachelor degree in social sciences majoring in Economics, Commerce (Finance) or Law from a recognized Higher Learning Institutions.
(ii) Advanced Diploma in Economics and Planning, Commerce or Tax Administration from a recognized Higher Learning Institutions
(iii) CPA (T) will be an added advantage
(iv) Computer Literate

1.3 Remuneration:
According to Government Salary Scale – TGS. D

2.0 JOB TITLE: COMPUTER OPERATOR GRADE II (4 POSTS)

2.1 Duties and Responsibilities

(i) Cleaning and Capture monthly Payroll and Pension data in due date
(ii) Keep daily records and register
(iii) Operating computer jobs and execute application programmes
(iv) Batching Datasheet and sorting final printed reports for monthly Payroll according to group and vote

2.2 Qualification and Experience:

(i) Holder of Ordinary Diploma in Computer from recognized Learning Institutions.
(ii) Proven practical experience of not less than three (3) years in a similar field

2.3 Remuneration:
According to Government Salary Scale of - TGS C

3.0 JOB TITLE: ASSISTANT COMPUTER OPERATOR GRADE II (2 POSTS)

3.1 Duties and Responsibilities:

(i) Entering monthly data for government payroll
(ii) Entering data for pension benefits
(iii) Keeping daily records for work done
(iv) Operate simple computer jobs
(v) Captures data using computers and a variety of peripherals in a data processing environment
(vi) Performs simple coding of raw data on source documents and data entry operations by applying established, clearly defined codes.
(vii) Powers on computer and peripherals and observes operations
(viii) Monitoring systems functionality during operations.

3.2 Qualification and Experience:

(i) Holder of Certificate in Computer from a recognized institution.

3.3 Remuneration:

According to Government Salary Scale of - TGS B

4.0 JOB TITLE: LEGAL OFFICER II (1 POST)

4.1 Duties and Responsibilities:

(i) Responsible for Registering all appeals and complaints submitted to the Authority.
(ii) Responsible for sending hearing notification and summons to parties and witnesses.
(iii) Responsible for taking down proceedings during hearing
(iv) Writes minutes of meetings and provides Secretariat support to all meetings of the Authority.
(v) Compiles documents necessary for submission on appeals submitted to Court for judicial review.
(vi) Is responsible for registration of all legal documents and probate matters of the Authority.
(vii) Takes charge of documents and correspondences of assigned cases.
(viii) Drafts prescribed legal documents and forms.
(ix) To prepare legal documents for presentation to Parliamentary Session
(x) Prepare drafts of legal instruments including tender agreements, contracts and on-lending contract, power of Attorney as well as Abandonment of Government revenue claims
(xi) Drafting of legal correspondence
(xii) Follow up various legal issues and documents submitted in Attorney General Chambers for opinion or vetting
4.2 Qualification and Experience:

(i) Degree in Law (LLB) from a recognized Higher Learning Institution with 1 year Internship in Attorney General’s Office
(ii) Computer Literate

4.3 Remuneration:

According to Government Salary scale – TGS E

5.0 JOB TITLE: MANAGEMENT ANALYST GRADE II (4 POSTS)

5.1 Duties and Responsibilities:
(i) Collect and analyze various statistical data for Government institutions
(ii) Participate in the management analysis and management audit
(iii) Analyze business plans and strategic plans for approval
(iv) Provide advise on capacity building for public enterprises
(v) Collect information for the data bank

5.2 Qualification and Experience:
(i) Holder of a Bachelor of Arts in Public Administration, Business Administration, Manpower Planning or Human Resources Management. OR
(ii) Holder of Advanced Diploma in Public Administration or Business Administration.
(iii) Computer literate.

5.3 Remuneration:

According to Government Salary scale – TGS D

6.0 JOB TITLE: ECONOMIST GRADE II (13 POSTS)

6.1 Duties and Responsibilities:

(i) Analyses the Audited financial statements for all the Institutions under Ministry of Finance.
(ii) Handle process and advise on some financial assistance requests from all financial Institutions under MOF.
(iii) Prepare and update donor briefing notes
(iv) Prepare and participate in consultative meetings
Monitor and evaluate implementation of development programmes and projects to ensure optimization of external resources.

Coordinate with other departments to monitor debt source obligations and debt relief initiatives.

6.2 Qualification and Experience:

(i) Holder of Degree/advanced Diploma in Economics, Statistics, Agriculture Economics or Agribusiness from recognized Higher learning Institutions
(ii) Computer knowledge

6.3 Remuneration:

According to Government Salary Scale – TGS D

7.0 JOB TITLE: SUPPLIES OFFICER GRADE II (3 POSTS)

7.1 Duties and Responsibilities:

(i) Expedite orders placed to Government stores Government, Government printer and from others suppliers
(ii) Responsible for stores keeping
(iii) Responsible for receipt and inspection of goods
(iv) Analyses evaluation reports
(v) Prepare list of unserviceable stores for disposal
(vi) Report inspection findings to supplies officers I for further action
(vii) Maintain store ledger and other related registers as per public finance Act and its regulation.

7.2 Qualifications and Experience:

(i) Holder of Bachelor of commerce in materials or Advanced Diploma in Material Management from recognized Higher learning institution
(ii) Computer literate

7.3 Remuneration:

According to Government Salary Scale – TGS D

8.0 JOB TITLE: STOCK VERIFIER GRADE II (17 POSTS)

8.1 Duties and Responsibilities:
(i) Carry out Stock verification/Inspection in medium/small Government stores/Units in the Region.
(ii) Advise the Accounting Officer on proper maintenance of Government assets.
(iii) Effective routine follow up losses and recoveries of Public properties from Regions/Ministries/Departments and Agencies.
(iv) Prepare Public Auction Reports
(v) Maintaining Government vehicles and Plant Registers
(vi) Receiving and processing of application for Driving Government Vehicles.

8.2 Qualifications and Experience:

(i) Holder of Advanced Diploma in Material/Procurement Management from a recognized Higher learning Institution.
(ii) Holder of Degree/Advanced Diploma in Business Administration majoring in Material/Procurement Management from a recognized Higher learning Institutions.
(iii) Holder of Professional level II/III issued by NBMM.
(iv) CSP issued by NBMM will be an added advantage
(v) Computer knowledge is required.

8.3 Remuneration:

According to Government Salary Scale - TGS D.

9.0 JOB TITLE: STATISTICIAN II (5 POSTS)

9.1 Duties and Responsibilities:

(i) Create and sustain methods of data collection and National statistics maintenance.
(ii) Create sampling statistics
(iii) Gathering, analyzing and forwarding statistics to the higher authorities

9.2 Qualification and Experience.

(i) Holder of Bachelor of Arts Degree in Statistics, Mathematics or Equivalent from a recognized Higher Learning Institutions.
(ii) Computer Literate.

9.3 Remuneration.
According to Government Salary Scale – TGS. D

10.0 JOB TITLE: COMPUTER SYSTEMS ANALYST GRADE II (12 POSTS)

10.1 Duties and Responsibilities:

(i) Support and prepare standards for hardware, Software, development methods and Security measures.
(ii) Prepare Database for IT equipment inventory
(iii) Payroll Web-Site operation management.
(iv) Perform routine cleaning of IT equipments.
(v) Installation of operating system and application software.
(vi) Prepare in house Computer training for users on mostly used software.

10.2 Qualifications and Experience:

(i) Holder of degree in Information Technology or Computer Science from recognized Higher Learning Institution. OR
(ii) Holder of Advanced Diploma in Information Technology or Computer Science from recognized Higher Learning Institution.

10.3 Remuneration:
According to Government Salary Scale - TGS D.

11.0 JOB TITLE: PERSONAL SECRETARY GRADE II
(17 POSTS- 2 POST FOR MANYARA, 1 POST LINDI, 1 POST FOR MTWARA)

11.1 Duties and Responsibilities:

(i) Type all forms of correspondence, memoranda minutes and reports.
(ii) Maintain a diary of appointments
(iii) File minutes, letters and related matter and maintain files in proper order.
(iv) Relay messages and instructions from the executives to his/her subordinates
(v) Operate Office duplication equipment/photocopiers.
11.2 Qualifications and Experience:

(i) Holder of Form IV National Examination Certificate
(ii) Holder of Secretarial Stage III Certificate issued by Tanzania Public Service College (TPSC) or any recognized training Institute.
(iii) Shorthand Speed of 80 w.p.m. (both English & Kiswahili).
(iv) Certificate in Computer knowledge (Windows, Microsoft Office, Internet, E-mail and Publisher Programmes).
(v) Proven experience of not less than 5 years in a similar field.

11.3 Remuneration:

According to Government Salary Scale - TGS B

12.0 JOB TITLE: SECURITY GUARD (2 POSTS)

12.1 Duties and Responsibilities:

(i) Maintain security and cleanliness of motor vehicles
(ii) Provision of security services around the ministry’s environment
(iii) Provision of security services to the office building and other properties inside/ outside of the building
(iv) Giving advice on how to improve security services around the work environment
(v) Making sure that all visitors enter around the Ministry with a permit
(vi) Making sure that all entrance (windows and doors) are properly closed after working hours.
(vii) Dealing with any kind of disasters happening around the working environment such as fire, floods and inform the authorities for actions.

12.2 Qualification and Experience

(i) Holder of Form IV National Examination Certificate
(ii) Must have completed Auxiliary / Police, JKT or Fire Rescue Training from a recognized Training Institute.

12.3 Remuneration:

According to Government Salary Scale – TGOS. A
13.0 JOB TITLE: RECEPTIONIST (2 POSTS)

13.1 Duties and Responsibilities:

(i) Provision of front office services
(ii) Receive Incoming and dial outgoing calls
(iii) Maintain internal and external telephone directory

13.2 Qualification and Experience:

(i) Holder of Form IV National Examination Certificate (passes in English, Kiswahili and Mathematics).
(ii) Holder of Certificate in Receptionist/Telephone Operator from a recognized Institution.

13.3 Remuneration:

According to Government Salary Scale – TGS A

14.0 JOB TITLE: COMMUNITY DEVELOPMENT OFFICER
GRADE II (I POST)

14.1 Duties and Responsibilities:

(i) Involve the community in identifying and plan various projects in their respective working areas.
(ii) Supervise and impalement plans/ development projects in their working areas.
(iii) Research and advice on how to control problems related with under development by involving staff from other sectors.
(iv) Supervise assistant Community Development Officers
(v) Assist village/ ward leaders in formulating schedules for implementing plans/ projects in their areas.
(vi) Supervise and direct activities of women and children in wards.
(vii) Promote and create awareness on HIV/ AIDS among the community.
(viii) Collect, keep, translate and distribute data and various records for community usage.

14.2 Qualification and Experience:

(i) Holder of Bachelor degree of Community Development/ Sociology/ Home Economics/ Rural Development/ Rural Development Planning/ Environment and Development/ Development Economics or Gender in Development.
14.3 Remuneration:
According to Government Salary Scale – TGS D.

15.0 JOB TITLE: ENGINEER GRADE II (3 POSTS)

15.1 Duties and Responsibilities:
(i) Conduct detail Audits for ongoing/ complete projects in the region
(ii) Deals with all matters related to infrastructure during the technical audits
(iii) Coordinate technical Audit missions and evaluate engineering performance, in the delivery process of goods, works and services practice and ethics for reference.
(iv) Compile all technical audit material for use.
(v) Coordinate problems related to technical matters and brought up by implementation agencies and MDA,s for technical audit pertaining to construction and contract administration.
(vi) Deals with matters of Laws and Regulations, Quantities/ quality and value in relation to technical audit.
(vii) Coordinate areas of quantity surveying during technical audit duties.
(viii) Compile relevant Standards, Codes of practice and price indices for reference, use and adoption.
(ix) To do other duties as assigned by DTAU

15.2 Qualification and Experience:
(i) Holder of Bachelor/ Advanced Diploma in Engineering from recognized institutions majoring in engineering
(ii) Computer Literate.

15.3 Remuneration:
According to Government Salary Scale – TGS E

16.0 JOB TITLE: QUANTITY SURVEYOR GRADE II (2 POSTS)

16.1 Duties and Responsibilities:
(i) Collect information and data on various projects about the price of building facilities in and outside the country
(ii) Go through project proposals and advice accordingly
(iii) Any other duties as may be assigned by the supervisor
Conducts Detailed Audits for ongoing/completed projects in the regions.

Deals with matters related to infrastructure during the technical Audits.

Coordinate technical Audit missions and evaluate engineering performance, in the delivery process of goods, works and services practice and ethics for reference.

Compile all technical audit material for use.

Coordinate problems related to technical matters and brought up by implementation agencies and MDA's for technical audit pertaining to construction and contract administration.

Deals with matters of Laws and Regulations, Quantities/quality and value in relation to technical audit.

Coordinate areas of quantity surveying during technical audit duties.

Compile relevant Standards, Codes of practice and price indices for reference, use and adoption.

Provide other administrative services to staff.

To do other duties as assigned by DTAU

16.2 Qualification and Experience:

(i) Holder of Bachelor/Advanced Diploma in Engineering from recognized institutions majoring in engineering

16.3 Remuneration:

According to Government Salary Scale – TGS E

17.0 JOB TITLE: OFFICE ASSISTANT/ATTENDANT

(2 POSTS- 1 POST FOR MANYARA)

17.1 Duties and Responsibilities:

(i) Office cleanliness

(ii) Assist in transferring of files and other documents from one officer/office to another officer/office.

(iii) Distribute office letters as he/she may be instructed.

(iv) Prepare tea in office

(v) Collect/send letters from/to postal office

(vi) Open and close doors and office windows in morning and evening

(vii) Undertake photocopies

(viii) Keep office facilities and report whenever there are damages.

17.2 Qualification and Experience:

(i) Holder of Form IV National Examination Certificate (passes in English, Kiswahili and Mathematics).
17.3 Remuneration:

According to Government Salary Scale – TG0S. A

18.0 JOB TITLE: LIBRARIAN II (1 POST)

18.1 Qualification and Experience:

(i) Holder of Bachelor’s Degree in Library/ Documentation or related qualification from a recognized institution.

18.2 Duties and Responsibilities

(i) Prepare book and other library facilities for users
(ii) Prepare and keep daily records
(iii) Prepare and keep statistics for readers
(iv) Manages the collected materials for developing and updating key word index system
(v) Handles matters pertaining to receipts of books and periodicals, giving advice to readers and assist in acquisitions.
(vi) Develops Catalogues and collections of reading materials and literature.
(vii) Any other duties as may be assigned by the supervisor

18.3 Remuneration:

According to Government Salary Scale – TGS. D

19.0 JOB TITLE: DRIVER II (1 POST)

19.1 Qualification and Experience:

(i) Holder of Form IV National Examination Certificate.
(ii) Driving License Class C with Certificate of Competence
(iii) Trade Test Grade II with experience not less than three years.

19.2 Duties and Responsibilities

(i) Drive all type of vehicles.
(ii) Maintain security and cleanliness of Motor Vehicles.
(iii) Maintain Log book.

19.3 Remuneration:
GENERAL CONDITIONS TO ALL POSTS

- Applications must be handwritten, supported by CVs, copies of Certificates and Certified Academic transcripts and two recent passport size photos. The application should reach to the undersigned address on or before 31st December, 2009.

- Names and contact addresses of three referees.

- Applicants who have/were retired from the Public Service for whatever reasons should not apply.

- Any application without relevant documents will not be considered. Statement/provisional results will not be accepted.

- Only short listed candidates will be called for an interview on a date to be decided later.

- Applicants must not be above 45 years except for those who are in the Public Service.

- Applicants who are serving in the Public Service must route their applications through their Respective Employers.

Permanent Secretary,
Ministry of Finance and Economic Affairs,
P.O.Box 9111,
DAR ES SALAAM.