

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND ECONOMIC AFFAIRS**



**VACANCIES**

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 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

- (v) Monitor and evaluate implementation of development programmes and projects to ensure optimization of external resources.
- (vi) 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.

- (ii) Computer Literate.

**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

- (iv) Conducts Detailed Audits for ongoing/ completed projects in the regions.
- (v) Deals with matters related to infrastructure during the technical Audits.
- (vi) Coordinate technical Audit missions and evaluate engineering performance, in the delivery process of goods, works and services practice and ethics for reference.
- (vii) Compile all technical audit material for use
- (viii) Coordinate problems related to technical matters and brought up by implementation agencies and MDA,s for technical audit pertaining to construction and contract administration.
- (ix) Deals with matters of Laws and Regulations, Quantities/ quality and value in relation to technical audit.
- (x) Coordinate areas of quantity surveying during technical audit duties.
- (xi) Compile relevant Standards, Codes of practice and price indices for reference, use and adoption.
- (xii) Provide other administrative services to staff.
- (xiii) 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- I 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 – TGOS. 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: 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:**

According to Government Salary Scale – TGOS.A

### **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 31<sup>st</sup> 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.**