

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE



VACANCIES

The Millennium Challenge Account-Tanzania (MCA-T) is a newly established Accountable Entity (AE) under the Ministry of Finance responsible for the implementation of a five-year Compact package consisting of various infrastructure projects funded by the US Government. MCA-T is a semi-Government Institution with a Board of Directors responsible for the supervision of Program implementation. Therefore, the Ministry of Finance invites applications from suitably qualified Tanzanians to fill various vacant posts. Details of duties and responsibilities for the posts are also available in our websites: www.mof.go.tz and www.mca-t.go.tz. The applicants will be expected to facilitate an effective implementation of the projects.

1. GENERAL COUNSEL

Position: General Counsel (GC)

Duties and Responsibilities

The GC responsibilities shall include

- Serving as Corporate Secretary to maintain corporate records, including notices, agendas and minutes of Board meetings;
- Identifying and analyzing legal issues, negotiating and drafting key documents (including all powers of attorney and delegations of authority) and recommends to the Chief Executive Officer (CEO) on legal matters;
- Ensure that MCA-T's activities comply with all obligations of the compact and supplemental agreements entered into under or in furtherance of the compact;
- Advise the Board, the CEO and the staff of MCA- T on legal issues and address all legal issues as they arise;
- Develop and implement procedures for Board meetings and related governance actions to comply with the requirement of the compact and relevant supplemental Agreements;
- Prepare employment agreement and provide legal advice with respect to employment issues;
- Participate in negotiations, prepare and advice on all types of agreements, certificates and other documents to be executed by MCA – T;
- In consultation with Attorney General (AG) Chambers, to represent MCA-T before courts and in arbitral proceedings;

- To act as liaison between AG Chambers/courts and MCA –T and Millennium Challenge Corporation (MCC) – T counsel on legal matters relating to implementation of the compact;
- Performs other legal duties as may be determined by the Board or the Chief Executive Officer of the MCA-T.

Qualifications and Experience

- Masters Degree in Laws or equivalent;
- Experience not less than ten (10) years;
- Computer literacy will be required.

2 INTERNAL AUDITOR

Position: Internal Auditor

Duties and Responsibilities

The Internal Auditor will be responsible for:

- Checking the internal control system of the MCA –T;
- Ensuring that the whole compact including the procurement plan, the fiscal accountability plan, management operations and procedures manuals and related documents are adhered to;
- Reviewing and auditing the financial and para-financial activities of the AE and submits quarterly reports to the CEO;
- Advising the CEO from time to time on the efficient management and control of the AE finances and Assets;
- Reviewing the systems of internal control from time to time and recommend to the CEO for any improvements, modifications or change;
- Conducting investigations wherever necessary and reporting findings to the CEO for any improvements;
- Other audit tasks as may be directed by the Chief Executive Officer.

Qualifications and Experience

- Masters Degree in Financial Management, Economics or Planning, Accounting and or Management Accounting and CPA(T) or equivalent;
- A minimum of ten (10) years of successful and proven experience in senior auditing position in projects or in a reputable audit firm;
- Computer literacy will be required.

3 PROCUREMENT DIRECTOR

Position: Procurement Director

Duties and Responsibilities

The Procurement Director will be responsible for:

- Managing the flow of procurement activity under the MCA-T Compact;

- Coordinating the procurement functions performed by the Procurement Agent(s), MCA–T, MCC and various other entities;
- Ensuring that all procurement transactions are implemented in accordance with the MCC Procurement Guidelines;
- Review the Solicitation Documents, Procurement Plans, Procurement Performance Reports and all other required documents prepared by the Procurement Agent(s);
- Approve procurement decisions as set out in the Approval Requirements of the MCC Procurement Guidelines;
- Performs other duties of a similar nature or level.

Qualifications and Experience

- Masters Degree in Business Administration, Public Administration, Finance, International Development, Law or related field;
- Computer literacy will be required.
- * Holder of Certified Supplies Professional (CSP) issued by NBMM or its equivalent.
- * At least ten (10) years experience developing and managing procurements in systems applying international standards.

4. MONITORING AND EVALUATION DIRECTOR

Position: Monitoring and Evaluation Director

Duties and Responsibilities

The Monitoring and Evaluation (M&E) Director will be responsible for:

- The overall M&E implementation strategy, including related Compact activities;
- Guide the establishment of the M&E system and strategy, including data-collection, data-analysis and reporting systems, and oversee effective compliance by the implementing entities;
- Coordinate the installation of hardware and software for M&E, including the Management Information System (MIS);
- Ensure that the M&E Plan and Economic Rate of Return (ERR) analysis are modified and updated as improved information becomes available (updating indicators, baselines, and targets upon the receipt of information from technical studies or better statistical information on income and/or poverty);
- Prepare impact evaluation strategy, including quantitative and qualitative evaluations;
- Manage the technical implementation of contracts with local and/or international consultants for M&E services and verify the quality and quantity of all deliverables;
- Participate in the monitoring of the Program components through site visits, review of Program reports and review of secondary data;
- Prepare and submit periodic consolidated reports of ongoing Program M&E activities to the MCA-T and MCC (including Quarterly and Annual Performance Reports);

- Performs other tasks of similar nature or level.

Qualifications and Experience

- Masters Degree in economics or statistics or in a related field with a focus on the quantitative analysis of national programs;
- A least ten (10) years experience in analyzing data and reporting to government authorities and/or donors;
- Familiarity in economic analysis i.e. computation of project economic rate of returns (ERRs);
- Knowledge and experience of monitoring and evaluation systems;
- Ability to establish and maintain a good working relationship with national and international colleagues working in the same field;
- Strong IT skills with Microsoft Office applications (Word, Excel, Power point) including the Microsoft Office Project will be required.

5. ENVIRONMENT AND SOCIAL IMPACT DIRECTOR

Position: Director of Environment and Social Impact

Duties and Responsibilities

The Environment and Social Impact (ESI) Director will be responsible for:

- Ensuring that environmental and social assessments, resettlement documents and mitigation and monitoring measures are followed for all activities of the Compact, in accordance with the provisions set forth in the Compact and other documents;
- Developing and implement broad-based policies and plans to ensure meaningful community/public participation in planning and evaluating the program;
- Monitoring environmental, social, and gender issues within the program, as well as conditions precedent, work plan tasks and other implementation requirements;
- Ensure that the bidding documents for the Program fully incorporate environmental and social assessments, resettlement requirements as well as mitigation and monitoring measures from a design, feasibility, cost and timing point of view;
- Ensuring compliance of the Compact activities with relevant Tanzanian environmental laws and regulations;
- Serve as the main interlocutor on environmental and social impact issues between MCA-T and MCC Environment and Social Assessment, including preparation of reports and provision of information, both as required and upon request, as appropriate;
- Organize and manage periodic sessions for public consultation on environmental and social impact issues;
- Prepare quarterly progress reports;
- Performs other duties of a similar nature or level.

Qualifications and Experience

- Masters Degree in Natural or Social Science, Environmental planning or environmental engineering (academic degree in environmental/social impact assessment and mitigation management);
- At least ten (10) years experience in a related field. He/She should have a good understanding of the decentralization process in Tanzania and experience in working with civil society organizations;
- Computer literacy will be required.

6 TRANSPORTATION PROJECT DIRECTOR

Position: Transportation Project Director

Duties and Responsibilities

The Transportation Project Director (TPD) will be responsible for:

- Overseeing the transportation projects and act as the focal point for communications between outside organizations and MCA-T;
- Overseeing the technical aspects of procurement of the services of consultants and contractors;
- Advising MCA-T senior management on all aspects of the transportation projects;
- Preparing and managing the transportation projects' implementation plan and budget;
- Overseeing the work performed by consultants and contractors, including accepting deliverables;
- Providing liaison between consultants and contractors, GoT, NGOs and other organizations;
- Monitoring and evaluating physical and financial progress of the projects;
- Performing other duties as may be assigned by the CEO.

Qualifications and Experience

- Masters Degree in Civil Engineering;
- Minimum of ten (10) years of relevant experience in transportation project design, construction, and management in Tanzania;
- Computer literacy will be required.

7 ENERGY PROJECT DIRECTOR

Position: Energy Project Director

Duties and Responsibilities

The Energy Project Director (EPD) will be responsible for:

- Facilitating and coordinating all implementation activities in the energy projects;
- Overseeing the technical aspects of procurement of the services of consultants and contractors;
- Acting as the focal point for coordination between MCA-T and MCC, consultants and contractors, and other stakeholders;
- Advising MCA-T senior management on all aspects of the energy projects;

- Preparing and managing the energy projects' implementation plan and budget;
- Providing liaison between consultants and contractors, and other stakeholders;
- Monitoring and evaluating physical and financial progress of the projects;
- Performing other duties as assigned by the CEO.

Qualifications and Experience

- Holder of Masters Degree in Electrical Engineering;
- Related education and training (such as electrical, hydro or industrial engineering, construction management, etc);
- Familiarity with engineering standards for energy projects in Tanzania;
- A minimum of ten (10) years of relevant experience in energy projects;
- Computer literacy will be required.

8. WATER PROJECT DIRECTOR

Position: Water Project Director

Duties and Responsibilities

The water Project Director (WPD) will be responsible for:

- Overseeing the water projects and act as the focal point for communications between outside organizations and MCA – T;
- Overseeing the technical aspects of procurement of the services of consultants and contractors;
- Overseeing implementation process of MCC funding into the water basket (water sector development program);
- Advising MCA-T senior management on all aspects of the water projects;
- Preparing and managing water projects' implementation plans and budget;
- Providing liaison between consultants, contractors, and other stakeholders;
- Monitoring and evaluating physical and financial progress of the projects;
- Performing other duties as assigned by the Chief Executive Officer.

Qualifications and Experience

- Holder of Masters Degree in Water Engineering;
- Related education and training (such as civil and /or environmental engineering, construction management, etc);
- Familiarity with engineering standards for water projects in Tanzania;
- A minimum of ten (10) years of relevant experience in water and sanitation projects' design, construction, and management in Tanzania;
- Computer literacy will be required.

9 FINANCE AND ADMINISTRATION DIRECTOR

Position: Finance and Administration Director

Duties and Responsibilities

The Finance and Administration Director will be responsible for:

- Management of all financial aspects of MCA – T;
- Coordinating the financial management functions performed by the Fiscal Agent, MCA – T, MCC and various other entities;
- Ensuring that all financial management provisions of the Compact, the Fiscal Accountability Plans, and related documents are adhered to throughout implementation;
- Preparation of MCA-T’s annual Program budget for the entire Compact period;
- Develop quarterly disbursement requests for funding from MCC, in coordination with the Fiscal Agent and Project managers;
- Develop, in coordination with the Fiscal Agent, a Financial Management Operations Manual (known by MCA as the Fiscal Accountability Plan);
- Monitor and ensure compliance with all aspects of the Fiscal Accountability Plan;
- Monitor expenses against budgets to ensure adequate resources and control;
- Prepare an Audit Plan, detailing the entities to be audited;
- Develop policies and procedures to ensure the exemption or reimbursement of taxes on MCC funds;
- Collaborate with the Bank of Tanzania and other relevant state agencies in the implementation of the Compact;
- Represent the Program on all financial aspects to the Tanzanian public, government, donor community, civil society, private sector, and others;
- Oversee the administration function;
- Performing other duties as assigned by the Chief Executive Officer.

Qualifications and Experience

- Masters degree in Financial Management (*MBA*), Management, Accounting and/or a CPA (T) certification or equivalent;
- At least 10 years of successful and proven experience in a senior project finance or budget position;
- Computer literacy will be required.

10. PRINCIPAL ACCOUNTANT

Position: Principal Accountant

Duties and Responsibilities

- Head of the accounts unit (Chief Accountant);
- Preparation of annual Budgets and requisition of funds;
- Initiate payment after proper approval;
- Oversees the management of funds and maintains proper records;
- Reports on expenditure trend monthly/ quarterly/ yearly;
- Oversees the preparation of financial statements.

Qualifications and Experience

- Holder of Post Graduate Diploma/Degree in Accountancy or finance or CPA (T);

- Working experience of not less than 10 years in a similar field;
- Computer literate.

11. ASSISTANT DIRECTOR ADMINISTRATION AND HUMAN RESOURCES

Position: Assistant Director Administration and Human Resources

Duties and Responsibilities

- Head of General Administration Section;
- Supervise all matters pertaining to administration and human resource management under him/her;
- To ensure that human resources policies and regulations are implemented effectively;
- Principal advisor to the Administration and Financial Director on human resources management issues;
- Ensure that administrative and human resource systems are working effectively and take necessary measures to rectify where necessary;
- Advise on disciplinary measures to staff;
- To guide and counsel staff where necessary for betterment of performance;
- To appraise all staff under him/her through open performance appraisal system;
- To oversee and ensure that all activities stipulated in action plans are implemented accordingly;
- Initiate and recommend payments for all staff entitlements/benefits such as leave;
- To effect all recruitment procedures as directed;
- Ensure staff are trained and motivated for efficient performance;
- Coordinate and ensure proper upkeep of personnel records;
- To promulgate, monitor and interpret employment and labor policies and regulations;
- To improve HR systems and controls for better performance;
- Perform any other duties as may be assigned by the CEO.

Qualifications and Experience

- Holder of Masters Degree in social, human resources management and public administration from a recognized higher learning institutions;
- Must be conversant with public service management and labor policies and regulations;
- Excellent writing skills as well as good organizational ability to work both in a team and independently;
- At least ten (10) years working experience in the Field
- Must be computer literate;

12. ASSISTANT DIRECTOR INFORMATION TECHNOLOGY

Position Assistant Director Information Technology

Duties and Responsibilities

- Head of the Information Technology unit;
- Supervise all matters pertaining the MCA –T Website, Local network, Electronic data management, storage and use;
- Principal advisor to the Administration and Financial Director on information technology issues
- Ensure that the electronic systems of the MCA -T are efficiently and effectively working;
- Coordinate and ensure proper maintenance of records;
- Perform any other duties as may be assigned by the Chief Financial Officer

Qualifications and Experience

- Holder of Masters Degree in Information Technology, Mass communication or related studies;
- At least ten (10) years working experience in the field;
- Strong IT skills with Microsoft Office applications (Word, Excel, Power point).

12. COMMUNITY AND PUBLIC OUTREACH MANAGER

Position: Community and Public Outreach Manager

Duties and Responsibilities

The Community and Public Outreach Manager will be responsible for:

- Developing and implementing broad- based policies and plans to ensure meaningful community/public participation in planning and evaluating the program;
- Collaborate with the Water, Energy and Transportation Directors with the view to issue timely bulletins to stakeholders and target groups furnishing them with information about the program;
- Attend regional consultative committee meetings;
- Ensure that minutes of meetings are made public via the MCA- T web site;
- Promoting and tracking action on MCC indicator performance;
- Manage GoT/MCA – T relations by building, maintaining and leveraging a good network of contacts to facilitate and/or promote the program;
- Monitor and liaise with the media to ensure that accurate information about the program reach the public domain and also liaise with the CEO to serve as the mouthpiece of MCA- T.

Qualifications and Experience

- Masters Degree in Community Development, Business Administration or equivalent;
- At least five (5) years relevant working experience in corporate communications, community and public outreach, three (3) years of which should be at senior management level;
- Experience in rural community relations and advocacy;
- Knowledge of social and environmental impact assessment and resettlement issues management;

- Must be computer literate.

13. PROJECT OFFICER (ZANZIBAR)

Position: Project Officer

Duties and Responsibilities

The Project Officer is the Principal Assistant to the Deputy Chief Executive Officer based in Zanzibar on technical matters related to all projects in Energy, Transportation and Water sectors. His/her primary function will be to:

- Follow up, keeps records and reports on all project activities;
- Act as the focal point for communications between the Zanzibar sub office and sectoral Ministries and other related national and local government organizations including private sector companies;
- Coordinate projects technical aspects of the Zanzibar sub office with sector specialists based at MCA- T Headquarters;
- Liaison between consultants and contractors, GoT, NGOs and other organization;
- Monitor and evaluate project physical and financial progress;
- Recommend actions necessary to keep project progress on track;
- Determine additional specialist input requirements, identifying possible sources for these inputs and overseeing their procurement;
- Performing other duties as may be assigned by the Deputy Chief Executive Officer (Zanzibar).

Qualifications and Experience

- Masters degree in Business Administration/Financial Management, Economics;
- At least five (5) years experience in sectoral planning, development and management of projects and field experience in monitoring and evaluation;
- Ability to coordinate with numerous distinct entities in overseeing and reporting on various project activities;
- Strong IT skills with Microsoft Office applications (Word, Excel, Power point);
- Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts;
- Superior organizational and time management skills.

14. OFFICE MANAGEMENT SECRETARIES (4 POSITIONS)

Position: Office Management Secretary

Duties and Responsibilities

Subject to any general or specific directions of the Human Resources and Administration Officer, the Office Management Secretaries will be responsible for:

- All matters pertaining to their respective Offices;
- Provides Secretarial Service in the relevant Executive Office;

- Deals with all appointment schedules for the relevant Executive Officers;
- Handles all incoming and outgoing mails, files, faxes and E-mail messages and ensures they are properly channeled to respective destinations;
- Assists in taking minutes at meetings;
- Handles all official travel-related matters for the relevant Executive officer;
- Assists in coordinating secretarial functions with other departments;
- Performs any other duties as may be assigned by his/her superiors.

Qualifications and Experience

- Holder of a Diploma in Secretarial Studies, Shorthand Speed of 120 w.p.m. and Holder of Computer Certificate from a recognized institution;
- At least 5 years working experience in the field;
- Must be computer literate.

15. RECEPTIONIST

Position: Receptionist

Duties and Responsibilities

Subject to any general or specific directions of the Human Resources and Administration Officer, the receptionist will be responsible for:

- All matters pertaining to reception, visitors', records and incoming and outgoing telephone records;
- Assist in preparing and reviewing directory entries;
- In-charge of switchboard/reception desk;
- Ensures that visitors are attended accordingly;
- Supervises and guides staff in the cadre;
- Ensures payment of telephone bills;
- Reports telephone problems and follow-up on rectification;
- Performs any other duties assigned by the Head of Section.

Qualifications and Experience

- Form VI leaver with front office management course or equivalent;
- At least three years working experience in the field;
- Must be good in Public Relations.

16. DRIVERS (5 POSITIONS)-4 TANZANIA MAINLAND AND 1 FOR ZANZIBAR

Position: Driver

Duties and Responsibilities

Subject to any general or specific directions by the Human Resources and Administration Officer, the drivers will be responsible for:

- All matters pertaining to staff transport while on duty;
- Reports on motor vehicle faults and supervise motor vehicle services and repairs;
- Driving properly any type of vehicles assigned to him/her;

- Ensuring that the vehicle assigned to him/her is always clean, in good running condition and is parked in a safe place;
- Undertaking routine checks on the vehicle to ensure that it is serviceable;
- Reporting promptly any detected fault or defect on the motor vehicle;
- Sending the vehicle for service when due and advice on fuel consumption rate;
- Using the vehicle only on assigned duties and keeping time when on duty;
- Ensuring that the security of vehicle is safeguarded all the time;
- Maintaining vehicle logbook accurately and timely;
- Performs any other duties as may be assigned by his superiors.

Qualifications and Experience

- By appointment of a Form IV leaver with a class C Driving License and have attended driving courses from recognized institutions;
- At least three years working experience in the field;
- With a good driving record.

17 OFFICE ATTENDANT

Position: Office Assistant

Duties and Responsibilities

Subject to any general or specific directions by the Human Resources and Administration Officer will be responsible for:

- All matters pertaining to office cleanness;
- Supervises other part-time office assistants;
- Arranges duty roaster/plan of work;
- Assists in orienting newly employed Office assistants;
- Send and collect mail to and from the post office;
- Record and deliver mail (dispatch);
- Keep record of all outgoing and incoming mail;
- Operate duplicating machines and photocopiers;
- Prepare rooms for meetings.
- Performs any other duties as may be assigned by his superior.

Qualifications and Experience

- By appointment of a Form IV leaver;
- At least three years working experience in the Field;
- Must be good in Public Relation.

ADDITIONAL ATTRIBUTES TO APPLICANTS

- Oral and written fluency in Kiswahili and English;
- Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts;
- Ability to work with multidisciplinary teams and institutions;

- Responsible and flexible attitude and capable of managing a variety of tasks with minimal supervision.

REMUNERATION

Competitive pay packages will be offered to the right candidate based on the applicants' qualifications and experience.

MODE OF APPLICATION

- Interested candidates should send their application letters written in own hand writing supported by detailed Curriculum Vitae (CVs), copies of certificates or certified academic transcripts and two recent passport size photo to reach the undersigned **on or before 15th August 2007** in Room 315 at the Treasury Headquarters;
- Applicants should indicate reliable contact postal address and telephone numbers;
- Names and contact addresses of three referees;
- Any application without relevant documents will not be considered;
- Applicants who are serving in the Public Service must route their applications through their respective employers;
- Women candidates are encouraged to apply in confidence;
- Only short listed candidates will be called for an interview on a date to be decided later.

MODE OF ENGAGEMENT

On contract, renewable on satisfactory service. This is a five year term Program

All applications marked MCA-T must be and should be sent to the:

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