

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE



VACANCIES

The Millennium Challenge Account-Tanzania (MCA-T) is a newly established accountable entity 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 Board of Directors responsible for the supervision of program implementation. In order to perform its mandate, the Ministry of Finance therefore, invites applications from suitably qualified Tanzanians to fill various technical vacant posts. The duties and responsibilities for the posts are also available in our websites: www.mof.go.tz and www.mca-t.go.tz.

1. PROCUREMENT OFFICERS (2 POSTS)

Position: Procurement Officer

Duties and Responsibilities

The Procurement Officers will be Principal Assistants to the Procurement Director and will perform the following functions:

- Make a follow up, keep record and reports all procurement activities performed by the Procurement Agent(s) and various other entities;
- Promote collaboration between different entities from a variety of specialized sectors on all procurement activities and facilitate the smooth interplay between and among all elements of the procurement process;
- Participate in reviewing the Solicitation Documents, Procurement Plans, P Procurement Operations Manual, Procurement Performance Reports and all other required documents prepared by the Procurement Agent (s);
- Assist in monitoring compliance by the procurement Agent(s) with all the rules and procedures of the MCC procurement Guidelines;
- Support the Procurement Director and the staff of MCA- T in maintaining the integrity and confidentiality of the procurement process; and
- Other tasks and responsibilities as requested by the Director of Procurement.

Qualifications and Experience

- Holder of Degree in Business Administration; Commerce or Advanced Diploma in Materials Management from any recognized higher learning institutions; and

- Certified Supplies Professional (CSP) issued by NBMM and should be registered by the Board as “Authorised Supplies Professional”;
- At least five (5) years experience in developing and managing procurements in systems applying international standards.

2. ADMINISTRATIVE OFFICER (ZANZIBAR)

Position: Administrative Officer

Duties and Responsibilities

The Administrative Officer is the Principal advisor to the Deputy Chief Executive Officer (Zanzibar) on all matters pertaining to administration. Duties and responsibilities will include among others:

- Supervise all matters pertaining to administration and human resource management under him/her;
- Ensure that human resources policies and regulations are implemented effectively;
- Ensure that administrative and human resource systems are working effectively and take necessary measures to rectify where there is failure;
- Take all necessary disciplinary measures to support staff;
- Guide and counsel staff where necessary for betterment of performance;
- Assess staff under him/her through open performance appraisal system;
- Coordinate and maintain personnel databank; and
- Perform any other duties as may be assigned by the Deputy Chief Executive Officer.

Qualifications and Experience

- Holder of a Degree in Social Sciences , Human Resources Management and Public Administration from a recognized Higher Learning Institutions;
- Must be conversant with Public Service Management, Labour Policies and Regulations.
- Computer literacy; and
- A t least five years working experience in the field.

3. OFFICE ASSISTANT (ZANZIBAR)

Position: Office Assistant

Duties and Responsibilities

Subject to any general or specific directions by the Deputy Chief Executive Officer (Zanzibar); the Office Assistant will be responsible for:

- All matters pertaining to office cleanliness;
- 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; and
- Performs any other duties as may be assigned by his superior.

Qualifications and Experience

- A Form IV leaver who passed English, Kiswahili and Mathematics;
- At least three years working experience in the field; and

ADDITIONAL ATTRIBUTES TO ALL 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; and
- All applicants must be computer literate.

REMUNERATION

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

MODE OF APPLICATION

- Applicants are strongly advised to visit the Ministry of Finance Website and the MCA-T Website stated above prior to their applications.
- 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 24th August 2007** in Room number 315 at the Treasury Headquarters
- Any application without relevant documents stated in the website will not be considered
- Women candidates are encouraged to apply in confidence; and
- Only short listed candidates will be called for an interview on a date to be decided later.

MODE OF ENGAGEMENT

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

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

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