VACANCY ANNOUNCEMENT

On behalf of Kariakoo Markets Corporation (KMC), President’s Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill 3 vacant posts mentioned below;

KARIAKOO MARKET CORPORATION

Kariakoo Market Corporation is an autonomous Government Institution established under the Kariakoo Market Act No.36 of 1974 (Revised by the Act No. 16 of 1985) with mandate to manage and control the Kariakoo Market, establish and manage other markets in Dar es Salaam Region.

1.0. HUMAN RESOURCES AND ADMINISTRATION MANAGER – (1Post).

The successful candidate will report to the General Manager.

1.1. **Duties and Responsibilities.**

   i. To manage the Department of Human Resources and Administration;

   ii. To assist and advise the General Manager on all issues related to Human resources and administration;

   iii. To coordinate all Corporation Meetings;
iv. To prepare budget of the section in liaison with Planning and Commercial Manager and Finance Manager;
v. To advise on work related policies and adherence to recruitment procedures.
vi. To ensure prompt record keeping of employees Information;
vii. To handle staff welfare matters, such as leaves, compensation, trainings, and salary increments;
viii. To conduct Staff performance appraisal annually;
ix. To ensure effective implementation of Public Service Act of 2002, Regulations of 2003 including Circulars;
x. To Plan, Organize, Coordinate and Review Staff training Programs every year;
xi. To implement Staff promotion, confirmation and prepare Leave Roaster; and
xii. To perform any other related duties as assigned by the supervisor.

1.2. **Academic Qualifications and Experience.**
   i. Holder of Master’s Degree of Human Resources or Public Administration or Business Administration or any other related field from a reputable Institution.
   ii. The Candidate must have a working experience of at least ten years (10) in a relevant field.

1.3. **Tenure of Appointment and Remuneration.**
   i. Appointment will be permanent and pensionable.
   ii. According to KMC Salary Scale: KGS 10.

2.0. **HEAD OF PROCUREMENT AND SUPPLIES UNIT – (1Post).**

The successful candidate will report to the General Manager.

2.1. **Duties and Responsibilities.**
   i. To Head the Procurement and Supplies Unit;
   ii. To advise the General Manager on matters related to Procurement and Supplies according to the rules and regulations;
iii. To prepare and implement Annual Procurement Plan of the Corporation;
iv. To plan, manage, coordinate and recommend procurement and disposal by Tenders and Auctions in accordance with the procedures;
v. To serve as Secretary of the Corporation Tender Board.
vii. To serve as Secretary of the Corporation Tender Board.
vi. To prepare tender documents for Bidders.
vii. To prepare and advertise tender available in the Corporation;
viii. To keep procurement documents in safe Custody;
ix. To establish effective inventory control and materials management policies, procedures, guidelines, and regulations and ensures their implementation;
x. To conduct inspections of the quality of procured items;
xi. To ensure security of procured materials in the Store;
xii. To prepare Monthly and Quarterly reports of the Unit and present to the Management and Board of Directors;
xiii. To prepare minutes of the Tender Board and maintain records of all procurement, disposal and related activities;
xiv. To implement the decisions of Tender Board; and
xv. To prepare any other duties as may be assigned by the supervisor.

2.2. Academic Qualifications and Experience.

i. Holder of Bachelor Degree or Advance Diploma in Materials Management or Procurement and Supplies Management, Master's Degree in Procurement or any other related field from a reputable Institution;
ii. She/he must have been Certified as Procurement and Supplies Professional (CPSP);
iii. The Candidate must be registered by the PSTB; and
iv. The Candidate must have a working experience of at least Six (6) years in a relevant field.

2.3. Tenure of Appointment and Remuneration.

i. Appointment will be permanent and pensionable.
According to KMC Salary Scale: KGS 9.

3.0. CHIEF INTERNAL AUDITOR – (1Post).

The successful candidate will report to the General Manager.

3.1. Duties and Responsibilities.

i. To provide an independent appraisal of the effectiveness of financial control system and compliance with the Corporation Policies;

ii. To review Corporation Accounting procedures to ensure they comply with the financial accounting system;

iii. To observe Plans, Policies and Procedures of the Corporation operations and evaluate if they are effectively implemented;

iv. To ensure the Corporation complies with sound internal audit principles and best practices;

v. To evaluate internal controls and ensure the accounting system provides adequate, timely, and accurate information to protect against losses caused by negligence, dishonesty, and so on;

vi. To perform audit of Corporation accounts and transactions;

vii. To conduct checks and approves corporation Asset;

viii. To audit invoices and local purchase Orders and ensures they conform to the provision of financial regulations and accounting procedures;

ix. To supports and coaches subordinate Audit Staff to thoroughly perform their duties.

x. To review budget control system of the corporation;

xi. To prepare Monthly, Quarterly and Annual Audit progressive reports; and

xii. To perform any other related duties as assigned by the supervisor.
3.2. Academic Qualifications and Experience.

i. Holder of Master’s Degree in Accounting and Finance or Auditing and Finance or any other related field from a recognized Institution;
ii. The Candidate must have CPA (T)/CPAPP (T)/ACCA and registered by NBAA as Accountant or Auditor;
iii. The Candidate must have a working experience of at least Seven (7) years in a relevant field.

3.3. Tenure of Appointment and Remuneration.

i. Appointment will be permanent and Pensionable.

4.0 ARUSHA TECHNICAL COLLEGE (ATC)

The Arusha Technical College (ATC) is an autonomous institution established by the Government Notice No. 78 of 30th March 2007 that replaced by then Technical College Arusha that existed since 1978. The vision of ATC is to be a premier provider of demand-driven Training, Research and Consultancy through Science, Technology and Innovation (STI) for sustainable development. In order to fulfill its functions properly, the College is seeking to recruit qualified Tanzanians to fill in the following vacancies:

4.1 INSTRUCTOR II (ELECTRICAL) – 1 POST

DUTIES AND RESPONSIBILITIES:

(i) Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
(ii) Assists in conducting tutorial and practical exercises for students under close supervision;
(iii) Conducts and supports research and consultancy works;
(iv) Prepares learning resources;
(v) Supervises field training;
(vi) Supervises and assists junior staff; and
Performs any other duties as assigned by supervisors.

**QUALIFICATIONS AND EXPERIENCE:**

(i) Bachelor’s degree either in Electrical, Electronics and Telecommunication or Electrical and Biomedical Engineering with GPA of 3.5 and above.

**REMUNERATION**

Attractive remuneration package in accordance with the Institution’s salary **PHTS 1**.

**GENERAL CONDITIONS**

i. All applicants must be Citizens of Tanzania of not more than 45 years of age except those who are in public service;

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;
   - 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. Applicants employed in the Public Service **should route their application letters through their respective employers**;

vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;

viii. Applicants should indicate three reputable referees with their reliable contacts;

ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);

x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);

xi. Applicants with special needs/case (disability) are supposed/advised to indicate;

xii. A **signed application letter** should be written either in Swahili or English and Addressed to **Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.**

xiii. Deadline for application is **29th November, 2019** and;
xiv. Only short listed candidates will be informed on a date for interview;

xv. 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.ajira.go.tz](http://portal.ajira.go.tz) and not otherwise (This address also can be found at PSRS Website, Click ‘Recruitment Portal’)

Released by;

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT