THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/75   **22nd October, 2021**

VACANCY ANNOUNCEMENT

On behalf of Tanzania Revenue Authority (TRA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **1097** vacant posts mentioned below.

1.0   TANZANIA REVENUE AUTHORITY (TRA)

The Tanzania Revenue Authority (TRA) was established by Act of Parliament No.11 of 1995, and started its operations on 1st July 1996. In carrying out its statutory functions, TRA is regulated by Law, and is responsible for administering impartially various taxes of the Central Government.

1.0.1 TAX MANAGEMENT OFFICER II - 294 POSTS
1.0.2 DUTIES AND RESPONSIBILITIES
  i.   To assist in the preparation of action plans;
  ii.   To conduct face vetting of tax returns;
  iii.   To conduct desk audit on simple cases and assist in field audits;
  iv.   To conduct physical and compliance surveillance surveys;
  v.   To prepare respective periodic management reports;
  vi.   To gather information for new taxpayers' registrations;
  vii. To prepare tax positions for all taxpayers and arrears list and follow up payments;
  viii. To conduct face vetting of application for tax exemptions, relief, refunds, motor vehicle and driver's license application;

ix.   To process annual motor vehicle licenses renewal, transfers of   ownership and issue the licenses;

x.   To conduct registration, audit, data processing and examination; and

xi.   To perform other duties as may be assigned by the supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields; Taxation, Accountancy, Finance, Public Finance, Economics, Business Administration majoring in Finance or Accountancy, or equivalent qualifications from a recognized Institution/University.

1.0.4 SALARY SCALE: TRAS 4.

1.0.5 TAX MANAGEMENT ASSISTANT II - 326 POSTS
1.0.6 DUTIES AND RESPONSIBILITIES

i.   To process application for new taxpayers' registration and facilitate issuance of Taxpayer Identification Number (TIN);

ii.   To manage return filing processes including identifying none and late filers;

iii. To manage tax assessments control records such as tax assessments levels, assessments in arrears and jeopardy cases;

iv.   To prepare tax returns, assessments and revenue collection reports;

v.   To process non-account cases returns including withholding tax statements;

vi.   To trace missing taxpayers' files;

vii. To prepare tax clearance certificates, registration of Motor Vehicles, issuance of Motor Vehicle annual licenses, issuance and renewal of drivers' licenses;

viii. To manage objections and appeals controls such as Registers and Tax Stand over Orders;

ix.   To gather and file tax information;

x.   To assist in conducting physical and compliance surveillance surveys;

xi.   To prepare cases for enforcement activities; and

xii. To perform other duties as may be assigned by the Supervisor.

1.0.7 QUALIFICATIONS AND EXPERIENCE

Diploma in either Taxation, Accountancy, or equivalent qualifications from a recognized Institution.

1.0.8 SALARY SCALE: TRAS 3

1.0.9   CUSTOMS OFFICER II - 167 POSTS

1.0.10   DUTIES AND RESPONSIBILITIES

   i.   To control imports, export and transit goods;
  ii.   To carry out documentary verification;
 iii.   To prepare enquiries and offence files;
  iv.   To assess and value goods;
   v.   To release goods after payment of duties;
  vi.   To prepare various returns for Customs & Excise Headquarters;
 vii.   To provide information for preparation of Management reports (various);
viii.   To conduct the physical verification of goods;
  ix.   To perform anti- smuggling patrols; and
   x.   To perform other duties as may be assigned by the Supervisor.

1.0.11   QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields; Taxation, Customs, Accountancy, Finance, Public Finance, Economics, Business Administration, Law, or equivalent qualifications from a recognized Institution/University.

1.0.12 SALARY SCALE: TRAS 4

1.0.13 CUSTOMS ASSISTANT II - 114 POSTS

1.0.14 DUTIES AND RESPONSIBILITIES

   i.   To examine goods;
  ii.   To enter the Data into the Customs System;
 iii.   To maintain field records in the Customs system;
  iv.   To release goods when physical verification conforms;
   v.   To keep records and maintain documents;
  vi.   To check transit documents and shipping orders for bond cancellations; and
 vii.   To perform any other duties assigned by the supervisor.

1.0.15 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Taxation, Customs, Accountancy, Business Administration, Law or equivalent qualifications from a recognized Institution.

1.0.16 SALARY SCALE: TRAS 3

1.0.17 PUBLIC RELATION OFFICER II – 3 POSTS

1.0.18 DUTIES AND RESPONSIBILITIES

   i. To respond to posts promptly with speed and precision;
  ii. To write, edit, develop and control contents;
 iii. To escalate matters to back office staff for solutions;
  iv. To update unusual partners of social media thread;
   v. To report on the performance of the social media as a component of the contact centre;
  vi. To carry out proofreading of contents;
 vii. To fact check information;
viii. To write headlines and captions; and
  ix. To perform other duties assigned by the Supervisor.

1.0.19 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree/Advanced Diploma in one of the following fields: Mass Communication, Marketing, Journalism, Public Relations, Advertising or equivalent qualifications from recognize institutions.

1.0.20 SALARY SCALE: TRAS 4

1.0.21 ICT TECHNICIAN II – 30 POSTS

1.0.22 DUTIES AND RESPONSIBILITIES
   i. To install PCs, EFD and peripherals;
  ii. To assist in the repair and maintenance of computers and audio visual equipment;
 iii. To ensure that computers in computer laboratories and offices are in good working condition;
  iv. To provide assistance to computer end users;
   v. To carry out specified routine technical tasks;
  vi. To provide technical support for PCs, EDF and related peripheral equipment;
 vii. To assist in testing new or modified equipment and systems;
viii. To document and communicate problems, solutions and the implementation process to Supervisor;
  ix. To store copies of software and documentations of computer systems;
   x. To assist ICT Officers in finding source documents and solutions for identified problems;
  xi. To maintain operations, system development and /or programming documentation manual libraries;
 xii. To perform archiving of official documents;

xiii. To perform simple coding of raw data on source documents by applying established, clearly defined codes;

xiv. To key data from source documents; verify keyed data; upload data to computer server;

xv. To review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures;

xvi. To assist Programmers in testing new or revised application programs;

xvii. To validate (check, verify dates and times, etc) input to and output from information systems;

xviii. To advise programmers in problems related to data entry;

xix. To maintain data processing systems, tape library and disk storage;

xx. To monitor console for errors, observe elements of operation for evidence of incorrect operation;

xxi. To separate and sort output for distribution, setup job streams and submit jobs, schedule submission of work to the system; and

xxii. To perform any other duties as may be assigned by Supervisor.

1.0.23 QUALIFICATIONS AND EXPERIENCE

Ordinary Diploma either in Computer Science, Information Technology, Information System or equivalent qualifications from recognized institution.

1.0.24 SALARY SCALE: TRAS 3

1.0.25 ICT OFFICER II (COMPUTER SYSTEMS ANALYSIS AND DEVELOPMENT) - 31 POSTS

1.0.26 DUTIES AND RESPONSIBILITIES

i. To assist in capturing user Customers Requirement Specifications;

ii. To perform system analysis and design;

iii. To implement software systems (Write and document code);

iv. To perform systems testing (Software validation& verification) and document test results;

v. To perform system configuration;

vi. To assist in conducting users acceptance test;

vii. To participate in design review and provide input for user documentation;

viii. To liaise with user support staff in supporting end users;

ix. To maintain and support various business process applications;

x. To establish solutions for the identified Authority's requirements covering design and development;

xi. To implement solution components progressively in accordance with detailed applications designs following enterprise architecture, documentation standards, quality assurance (QA) requirements and approval standards;

xii. To assist to procure solution components based on the acquisition plan in accordance with requirements and detailed application designs, architecture principals and standards and the Authority's overall procurements and contract procedures, QA requirements, and approval standards;

xiii. To develop related reporting and analysis functionality for operational and historical data in ICT systems to enable production of reports and analysis for effective decision making;

xiv. To implement the escalated service development related problems (2nd and or 3rd level) and their root causes to provide timely resolution to prevent recurring incidents;

xv. To provide descriptions and relationships between service developments related key resources and capabilities required to deliver ICT- enabled services; and

xvi. To perform any other duties assigned by the Supervisor.

1.0.27 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Database Administration or equivalent qualifications from recognized Institutions.

1.0.28 SALARY SCALE: TRAS 4

1.0.29 ICT OFFICER II (NETWORK ADMINISTRATOR) – 2 POSTS

1.0.30 DUTIES AND RESPONSIBILITIES

i. To design, install and configure LAN and WAN infrastructure;

ii. To review LAN and WAN architecture;

iii. To test network equipment and devices;

iv. To implement network security plan;

v. To perform network troubleshooting;

vi. To provide technical support related to the networks;

vii. To maintain and repair of all network managed by the Authority;

viii. To participate in designing and installation of networks and related accessories and equipment;

ix. To maintain and repair of Network active and passive equipment;

x. To troubleshoot all network related problems;

xi. To undertake day to day management of LAN, wireless systems, telephone systems, leased lines etc;

xii. To document and communicate network related problems, solution and the implementation process;

xiii. To assign network resources and user accounts;

xiv. To perform maintenance activities, systems backups and restore; and

xv. To perform any other duties as may be assigned by Supervisor.

1.0.31 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Network Administration, or equivalent qualifications from recognized Institutions.

1.0.32 SALARY SCALE: TRAS 4

1.0.33 ICT OFFICER II (DATABASE ADMINISTRATION) 6 POSTS

1.0.34 DUTIES AND RESPONSIBILITIES

i. To design, develop, implement and test Database;

ii. To develop back and front- end connectivity;

iii. To implement security policy and access control;

iv. To maintain physical organization of database objects;

v. To provide Database Client and User Services;

vi. To perform Database Administration and Maintenance;

vii. To support ICT end users;

viii. To execute pre-defined standards for operating procedures and the required database monitoring activities;

ix. To maintain database operations in line with the established common ICT architecture;

x. To implement the escalated System Database related problems (2nd and /or 3rd level) and their root causes and provides timely resolution to prevent recurring

incidents;

xi. To provide optimum service delivery in a cost- effective way;

xii. To maintain database operations performance to meet Authority needs and expectations;

xiii. To conduct monitoring of system Databases to ensure it achieves the set service level and performance indicators;

xiv. To maintain and protect system databases related assets through their life cycle; and

xv. To perform any other duties as may be assigned by the Supervisor.

1.0.35 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Database Administration or equivalent qualifications from recognized Institutions.

1.0.40 SALARY SCALE: TRAS 4

1.0.36 ICT OFFICER II (ICT SYSTEMS RISKS AND SECURITY) – 6 POSTS
1.0.37 DUTIES AND RESPONSIBILITIES

i. To install, configure, and update antivirus software;

ii. To alert users on various security risks, threats and vulnerabilities;

iii. To perform systems audit on regular basis;

iv. To implement security mechanisms and controls;

v. To identify, assess and reduce ICT related risk within levels of tolerance set by Authority;

vi. To define, operate and monitor system for information security management;

vii. To design and maintain methods for effective ICT related risk identification analysis and reporting;

viii. To carry out inventory of risk and risk attributes (including expected frequency potential impact and responses) and of related resources, capabilities and current control activities;

ix. To provide information on the current state of ICT- related exposures and

opportunities to stakeholders for appropriate response;

x. To design and maintain information security management system (ISMS) that provides a standards formal approach to security management for information;

xi. To maintain an information security plan and strategy for management of ICT risks;

xii. To monitor procedures for preventive, detective and corrective measures across the Authority;

xiii. To protect information systems and technology from malware (e.g. viruses, worms, spyware and spam) and over all methods of connectivity;

xiv. To provide the definition, operation and monitoring of a system for information security management;

xv. To plan and implement disaster recovery in accordance with the ICT Business Continuity Plan; and

xvi. To perform any other duties as may be assigned by the Supervisor.

1.0.38 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Network Administration, Database Administration or equivalent qualifications from recognized Institutions.

1.0.39 SALARY SCALE: TRAS 4

1.0.40 ICT OFFICER II (COMPUTER/BUSINESS APPLICATION SUPPORT) –6 POSTS

1.0.41 DUTIES AND RESPONSIBILITIES

i. To design interactive applications based on deployment platform (e.g. web, mobile etc);

ii. To prepare functional and non- functional technical specifications;

iii. To break down program specification into its simplest elements and translating the logic into a programming or scripting language;

iv. To code, test, debug and install application programmes;

v. To configure appropriate application servers based installed application program;

vi. To prepare program documentation;

vii. To develop installation and upgrade guidelines as well as computer systems configurations;

viii. To support system users for effective utilization of deployed system;

ix. To assist in troubleshooting and resolving routine software applications problems; and

x. To perform any other duties as may be assigned by Supervisor.

1.0.42 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Database Administration or equivalent qualifications from recognized Institutions.

1.0.43 SALARY SCALE: TRAS 4

1.0.44 ICT OFFICER II (COMPUTER SYSTEM ADMINISTRATION) -19 POSTS

1.0.45 DUTIES AND RESPONSIBILITIES

i. To install and configure new hardware/software, remote administration, train and support end users;

ii. To apply operating system updates and configure changes;

iii. To perform maintenance activities, systems backups and restore;

iv. To administrate servers, security systems, database, business applications, tools and manage user accounts;

v. To conduct system documentations;

vi. To troubleshoot, document and communicate computer system related problems, solutions and the implementation process;

vii. To keep and update software and hardware inventory;

viii. To participate in implementation of new solutions;

ix. To implement disaster recovery in accordance with the ICT Business Continuity Plan;

x.   To store and manage all system documentations;

xi.   To participate in the successful implementation of new solutions and hardware problems to produce effective outcomes based on documented business requirements;

xii.   To monitor and maintain software and hardware for optimal systems performance;

xiii.   To monitor and report on systems performance and in association with the network responsible personnel develop proposals to improve system and network performance;

xiv.   To provide second and third level escalation expertise and technical support for all systems within the agreed service levels as required;

xv.   To identify needs and assist in infrastructure hardware and software acquisition; and

xvi.   To perform any other duty as may be assigned by the Supervisor.

1.0.46 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Network Administration, Database Administration or equivalent qualifications from recognized Institutions.

1.0.47 SALARY SCALE: TRAS 4

1.0.48 ICT OFFICER II (BUSINESS ANALYST) COMPUTER SYSTEMS ANALYSIS AND DEVELOPMENT– 1 POST

1.0.49 DUTIES AND RESPONSIBILITIES

i.   To assist in capturing user Customer Requirement Specification;

ii.   To perform systems analysis and design;

iii.   To implement software systems (write and document code);

iv.   To perform systems testing (Software validation and Verification) and document test results;

v.   To perform system configurations;

vi.   To assist in conduction user acceptance test;

vii. To participate in design review and provide input for user documentation;

viii. To liaise with user support staff in supporting end users;

ix. To maintain and support various business process applications;

x. To stablish solutions for the identified Authority requirements covering design and development;

xi. To implement solutions components progressively in accordance with detailed applications designs following enterprise architecture, documentation standards, quality assurance (QA) requirements and approval standards;

xii. To assist to procure solutions components based on the acquisitions plan in accordance with requirements and detailed applications designs, architecture principles and standards and the Authority's overall procurement and contract procedures, QA requirements and approval standards;

xiii. To develop related reporting and analysis functional and historical data in ICT systems to enable production of reports and analysis for effective decision making;

xiv. To implement the escalation service development related problems (2nd and or 3rd level) and their root causes to provide timely resolution to prevent recurring incidents;

xv. To provide descriptions and relationships between service developments related key resources and capabilities required to deliver ICT- enabled service; and

xvi. To perform any other duties as may be assigned by the Supervisor.

1.0.50 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Database Administration or equivalent qualifications from recognized Institutions.

1.0.51 SALARY SCALE : TRAS 4

1.0.52 ICT OFFICER II (BUSINESS ANALYST) DATABASE ADMINISTRATION – 1 POST

1.0.53 DUTIES AND RESPONSIBILITIES

i. To design, develop, implement and test Database;

ii. To develop back and front- end connectivity;

iii. To implement security policy and access control;

iv. To maintain physical organization of database objects;

v. To provide Database Client and User Services;

vi. To perform Database Administration and Maintenance;

vii. To support ICT end users;

viii. To execute pre-defined standards for operating procedures and the required database monitoring activities;

ix. To maintain database operations in line with the established common ICT architecture;

x. To implement the escalated System Database related problems (2nd and /or 3rd level) and their root causes and provides timely resolution to prevent recurring incidents;

xi. To provide optimum service delivery in a cost- effective way;

xii. To maintain database operations performance to meet Authority needs and expectations;

xiii. To conduct monitoring of system Databases to ensure it achieves the set service level and performance indicators;

xiv. To maintain and protect system databases related assets through their life cycle; and

xv. To perform any other duties as may be assigned by the Supervisor.

1.0.54 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Database Administration or equivalent qualifications from recognized Institutions.

1.0.55 SALARY SCALE: TRAS 4.

1.0.56 ICT OFFICER II (BUSINESS ANALYST) SYSTEMS RISKS AND SECURITY- 1 POST

1.0.57 DUTIES AND RESPONSIBILITIES

i. To install, configure, and update antivirus software;

ii. To alert users on various security risks, threats and vulnerabilities;

iii. To perform systems audit on regular basis;

iv. To implement security mechanisms and controls;

v. To identify, assess and reduce ICT related risk within levels of tolerance set by Authority;

vi. To define, operate and monitor system for information security management;

vii. To design and maintain methods for effective ICT related risk identification analysis and reporting;

viii. To carry out inventory of risk and risk attributes (including expected frequency potential impact and responses) and of related resources, capabilities and current control activities;

ix. To provide information on the current state of ICT- related exposures and opportunities to stakeholders for appropriate response;

x. To design and maintain information security management system (ISMS) that provides a standards formal approach to security management for information;

xi. To maintain an information security plan and strategy for management of ICT risks;

xii. To monitor procedures for preventive, detective and corrective measures across the Authority;

xiii. To protect information systems and technology from malware (e.g. viruses, worms, spyware and spam) and over all methods of connectivity;

xiv. To provide the definition, operation and monitoring of a system for information security management;

xv. To plan and implement disaster recovery in accordance with the ICT Business Continuity Plan; and

xvi. To perform any other duties as may be assigned by the Supervisor.

1.0.58 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems

Engineering, System Security, Network Administration, Database Administration or equivalent qualifications from recognized Institutions.

1.0.59 SALARY SCALE: TRAS 4

1.0.60 RECORDS MANAGEMENT ASSISTANT II 18 – POSTS

1.0.61 DUTIES AND RESPONSIBILITIES
   i.   To register incoming and outgoing mails;
   ii.   To control movement of files;
   iii. To file the letters and other documents received;
   iv.   To ensure timely circulation of documents to designated officers for necessary action;
   v.   To bring up the files to the respective staff for action and retrieve the files from the staff for filing of incoming mail;
   vi.   To take stock of the files kept by staff;
   vii. To open and close files;
   viii. To assist in supervision of out sourced services;
   ix.   To account for the stamps used for postage of letters; and
   x.   To perform other duties assigned by the supervisor.

1.0.62 QUALIFICATION AND EXPERIENCE
Diploma either in Records or Archives Management from recognized institution.

1.0.63 SALARY SCALE: TRAS 3

1.0.64 DRIVER II – 59 POSTS

1.0.65 DUTIES AND RESPONSIBILITIES
   i.   To drive motor vehicles in accordance with road traffic Rules and Regulations;
   ii.   To inspect motor vehicle before and after any route/journey in order to identify required maintenances or rehabilitation;
   iii. To ensure that a motor vehicle and its equipment (jack, spanner, spare tyre etc) are available and are in good condition;
   iv.   To carry out minor/routine maintenances of vehicles;
   v.   To maintain the car logbook by recording all trips and fuel consumption;
   vi.   To prepare fuel, oil and car log book returns for the vehicle;
   vii. To ensure that motor vehicle doors and windows are properly locked and safe all the time;

viii. To maintain the vehicle and report to the Supervisor any vehicle defects that which need repairs;

ix. To assist in collecting and dispatching mails;

x. To ensure cleanness of motor at all time;

xi. To report any accident immediately to Supervisor or Traffic Police; and

xii. To perform any other duties as may be assigned by the Supervisor.

1.0.66 QUALIFICATION AND EXPERIENCE

Holder of Form IV Certificate who have attended Basic Driving Course offered by VETA or any other recognized Institution and has Class "C1 or "E" Driving License. The candidate must have driving experience of at least (1) year without causing an accident.

1.0.67 SALARY SCALE: TRAS 1

1.0.68 LEGAL COUNSEL - 3 POSTS

1.0.69 DUTIES AND RESPONSIBILITIES

i. To identify Court cases which are suitable for settlement out of judicial processes and recommend to the Supervisor;

ii. To draft legal documents as may be assigned;

iii. To give legal opinions or advise on matters related to functions and operations of TRA;

iv. To propose amendment and give interpretation of Laws administered by TRA;

v. To handle administrative activities of the department as may be directed;

vi. To identify potential risks in relation to activities of the Department and report to the Supervisor;

vii. To prepare monthly, quarterly and annual performance reports; and

viii. To perform other duties as be assigned by the Supervisor.

1.0.70 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Law or equivalent qualifications from recognized Institutions who have successful attended postgraduate training at Law School of Tanzania or one year Internship.

1.0.71 SALARY SCALE: TRAS 4.

1.0.72 RATING II- 1 POST

1.0.73 DUTIES AND RESPONSIBILITIES

   i.   To assist the boat captain on steering the boat;

   ii.   To assist the engineer to carry out the services and repairs;

   iii.   To assist the mooring and unmooring the boat;

   iv.   To maintain day tom day cleanliness of the boat hull, engine and boat machineries;

   v.   To carry out paint touch-ups on corroded parts;

   vi.   To perform dock duties as assigned by Captain or Engineer while on dock; and

   vii.   To ensure availability of cleaning materials and provisions on the boat.

1.0.74 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate plus possession of the Mandatory Certificate either in Survival at Sea, First Aid, Firefighting, EDH or rating certificate or relevant courses in swimming or deep sea diving and customs issues.

1.0.75 SALARY SCALE: TRAS 2

1.0.76 ACCOUNTS ASSISTANT II- 4 POSTS

1.0.77 DUTIES AND RESPONSIBILITIES

   i.   To receive and register cash/cheques/bank draft/postal and money orders, issue receipts for the same and capture them in the expenditure accounting system;

   ii.   To maintain petty cash and bank all cash/cheques collected intact;

   iii.   To collect bank statements, bank Pay-in slips and other documents from banks;

   iv.   To record revenue transactions in cash books, prepare revenue analysis journals and daily cash/cheques receipts sheets (CCRS);

   v.   To maintain a cheque payment register where the signatories shall sign ; and cheque dispatch register for payees to sign;

   vi.   To generate payments and print cheques in expenditure accounting system;

vii. To dispatch cheques to staff and suppliers; and the cheques lists to the bank;

viii. To stamp "PAID" all paid vouchers and their supporting documents; and file them in ascending order of disbursement numbers;

ix. To make follow up to ensure collection of receipts for cheques dispatches to suppliers;

x. To report any discovered loss/shortage of cash/cheque/receipts;

xi. To track funds transfer from commercial banks to Central Bank (BoT) and prepare schedule of revenue and funds in transit (with commercial banks); and

xii. To perform any other duties as may be assigned by the Supervisor.

1.0.78 QUALIFICATIONS AND EXPERIENCE

Diploma in one of the following fields; Accountancy, Finance, Business Administration majoring in Accounting or Finance or equivalent qualifications from recognized Institutions. Ability to use different Accounting packages/software will be added advantage.

1.0.79 SALARY SCALE: TRAS 3.

1.0.80 PERSONAL SECRETARY II- 5 POSTS
1.0.81 DUTIES AND RESPONSIBILITIES

i. To receive, interview and direct visitors accordingly;
ii. To prepare letters and various documents;
iii. To handle confidential and sensitive information;
iv. To ensure that working tools are in good order and the working environment is well maintained;
v. To receive and make telephone calls;
vi. To maintain a register detailing records for incoming and outgoing mails and files;
vii. To communicate information by typing, sending and receiving emails/faxes;
viii. To keep diaries of events and make appointments for and on behalf of the designated officer;
ix. To organize and follow upon travel and related logistics for meetings, field visits, and any other programmes;
x. To process, file, sort and retrieve information; and
xi. To perform other duties as may be assigned by the Supervisor.

1.0.82 QUALIFICATIONS AND EXPERIENCE

Diploma in Secretarial Studies/Computer Studies or equivalent qualifications from recognized institution with pass in Shorthand (English) and Hatimkato (Kiswahili) at a speed of 80 words per minute plus computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

1.0.83 SALARY SCALE: TRAS 3

1.0.84 KEY COMPETENCIES REQUIRED IN ALL POSITIONS

i.   Leadership and Team Building;

ii.   Strategic Focus and Managing Change

iii. Managing Performance and Accountability;

iv.   Problem Solving and Decision Making

v.   Integrity and

vi.   Computer Literacy.

GENERAL CONDITIONS

i.   All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;

ii.   **All applicants who had applied vacancy posts advertised on behalf of TRA on 1st June, 2021 through the advert with Ref. No.EA.7/96/01/L/126 should reapply;**

iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;

iv.   Applicants should apply on the strength of the information given in this advertisement;

v.   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;

   • **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**

- Birth certificate;

vi. Attaching copies of the following certificates is strictly not accepted:-

- Form IV and form VI results slips;

- Testimonials and all Partial transcripts;

vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

viii. An applicant employed in the Public Service should route his application letter through his respective employer;

ix. An applicant who is retired from the Public Service for whatever reason should not apply;

x. An applicant should indicate three reputable referees with their reliable contacts;

xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;

xiv. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma.**

xv. Deadline for application is **4th November, 2021;**

xvi. Only short listed candidates will be informed on a date for interview and;

xvii. 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/ and not otherwise (This address also can be found at PSRS Website, Click '*Recruitment Portal*')
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