

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No. JA.9/259/01/62

15th October, 2021

VACANCY ANNOUNCEMENT- ONE YEAR CONTRACT EMPLOYMENT

On behalf of Tanzania Electric Supply Company Limited (TANESCO), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill five hundred thirteen (**513**) vacant posts as mentioned hereunder;

1.0 TANZANIA ELECTRIC SUPPLY COMPANY LIMITED (TANESCO)

Tanzania Electric Supply Company Limited (TANESCO) is a Parastatal organization established by Memorandum and Articles of Association incorporated in 26th November, 1931 which established Tanzania Electric Supply Company Limited (the then Tanganyika Electric Supply Company Limited -TANESCO). The Company generates, purchases, transmits, distributes and sells electricity to Tanzania Mainland and sells bulk power to the Zanzibar Electricity Corporation (ZECO), which in turn sells it to the Public in islands of Unguja and Pemba. TANESCO owns most of the electricity generating, transmitting and distributing facilities in Tanzania Mainland with estimated population of 50 million.

1.0.1 TECHNICIAN II (ELECTRICAL DISTRIBUTION) – 54 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To be responsible for operating, controlling, maintaining, testing, troubleshooting, installing and repairing electrical control systems and equipment in hydroelectric power generating operations;
- ii. To perform minor maintenance, adjustments and repairs on electrical equipment including pumps etc;
- iii. To operate, control and monitor hydro-electric generating units and auxiliary equipment;
- iv. To carry out visual inspection of equipment and instruments and to report any faults and defects;

- v. To carry out load switching at power house and switchyard;
- vi. To check regularly the power systems according to the instructions by taking hourly readings of instruments, gauges etc;
- vii. To restore the system in the shortest possible time during the system/plant fault outages; and
- viii. To test and performs minor repairs on circuit breakers.

1.0.3 QUALIFICATIONS AND EXPERIENCE:

Form IV or VI with Ordinary Diploma or Full Technician Certificate in Electrical Engineering from recognized institution. Computer knowledge and skills is compulsory.

1.0.4 TECHNICIAN – AUTO MECHANICS – 3 POSTS

1.0.5 WORK STATION: GENERATION PLANTS

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To perform operational repairs of machinery and facilities;
- iii. To perform maintenance problems to supervisors;
- iv. To supervise routine technical cleaning of the work environment;
- v. To supervise management of tools and equipment; and
- vi. To perform any other duties that may be assigned by supervisor;

1.0.7 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with Ordinary Diploma or Full Technician certificate in Auto mechanical Engineering. Computer knowledge and skills is compulsory. Possession of driving license class C, C1, C2 and E will be an added advantage.

1.0.8 ARTISAN - ELECTRICAL (LINESMAN/WOMAN) – 117 POSTS

1.0.9 WORK STATION: REGIONS/DISTRICTS OFFICES

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To be responsible for Construction, Maintenance and Emergency works in the Region/District;
- ii. To construct and maintain distribution lines network in accordance with the company procedures and standards;
- iii. To excavate holes for poles erection to ensure they excavated according to the company standards and measurements;
- iv. To string electrical conductors to distribution lines in a proper manner based on Engineering Instructions and Safety Rules;

- v. To connect power to the customers timely and according to the Company Standards so as to ensure customers' safety to their lives and properties from being endangered by power supplied; and
- vi. To attend both reported and unreported temporarily breakdowns immediately without any delays so as to ensure customers have constant power supply.

1.0.11 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with certificate of Electrical Installation or Trade Test /Level II and III. Valid Driving License Class C, C1, C2, C3 and/or E and one year working experience in a related field will be an added advantage.

1.0.12 ARTISAN – PANNEL BEATING & PAINTING – 3 POSTS

1.0.13 WORK STATION: NYAKATO 60 MW

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To carry out bodywork repairs and maintenance of Company vehicles and plant equipment;
- ii. To make material estimates;
- iii. To perform welding activities ranging from, removing of dents on vehicle a body part, gas welding and soldering;
- iv. To replace vehicle body parts, straightening of chassis, repairs of radiators and exhaust pipes.
- v. To perform routine technical cleaning of the work environment and
- vi. To perform any other duties that may be assigned by supervisor.

1.0.15 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with either Trade Test Grade I or II or Certificate in level II or III specializing in Panel Beating and Painting from VETA or any other recognized Technical Institution plus one year working experience in a related field. Driving license class C, C1, C2 and E will be an added advantage.

1.0.16 ARTISAN – AUTO ELECTRICAL – 3 POSTS

1.0.17 WORK STATION: NYAKATO 60 MW

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To diagnose, service and repair faults on electronically controlled vehicle systems such as engine management systems, hydraulic control systems, transmission control systems and machine monitoring systems;

- ii. To assist in repair and service of equipment both in workshop and out in field when required on breakdowns;
- iii. To assist in installing, maintaining, diagnose faults and repair electrical wiring.
- iv. To complete service vehicle / equipment daily pre-start checks and routine technical cleaning of the workshop;
- v. To be able to read and understand wiring diagrams, manuals and follow the diagnostic procedures required for specific faults; and
- vi. To perform any other duties that may be assigned by supervisor.

1.0.19 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with Trade Test Grade I or II or Certificate level II or III specializing in Auto Electrical from VETA or any other recognized Technical Institution. One year working experience in a related field and possession of driving license class C, C1, C2 and E will be an added advantage.

1.0.20 ARTISAN – MECHANICAL (PLANT ATTENDANT) – 6 POSTS

1.0.21 WORK STATION: KATAVI AND MTWARA GAS PLANT

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To engage in mechanical works related to repair maintenance;
- ii. To be responsible for starting and stopping engines and observe their functioning;
- iii. To carry out plant operations, taking periodical readings and report any defect or operational irregularities;
- iv. To make sure engine surroundings are neat and clean all the time; and
- v. To check status of water, oil and fuel in the engine.

1.0.23 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with at least Trade Test II or Certificate of Competence Level II in Motor Vehicle Mechanics or related qualification(s) from a recognized Vocational Training Institution.

1.0.24 ARTISAN – AUTO MECHANICS – 9 POSTS

1.0.25 WORK STATION: NYAKATO 60 MW

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To take care of tools and equipment;

- iii. To assist in operational repairs of machinery and facilities;
- iv. To report maintenance problems to supervisors;
- v. To perform routine technical cleaning of the work environment; and
- vi. To perform any other duties that may be assigned by supervisor;

1.0.27 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with Trade Test Grade I or II or Certificate of level II or III specializing in Auto Mechanics from VETA or any other recognized Technical Institution. One year working experience in a related field; driving license class C, C1, C2 and E will be an added advantage.

1.0.28 CALL CENTRE REPRESENTATIVE - 190 POSTS

1.0.29 WORK STATION: DISTRICTS, REGIONS AND HEAD OFFICE

1.0.30 DUTIES AND RESPONSIBILITIES

- i. To handle customer inquiries/ complaints and ensure customers receive efficient and satisfactory services in the Region;
- ii. To receive calls from customers and relay information to the recipient staff clearly, timely and perfectly;
- iii. To register all customer complaints in the special register and TANESCO'S Service Delivery Management System (SDM);
- iv. To proper record of time used to restore/repair/respond to customer complains/breakdowns;
- v. To answer customers queries and give clear clarification to customers; and
- vi. To handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.

1.0.31 QUALIFICATIONS AND EXPERIENCE:

Form IV or VI with Diploma either in Marketing or Customer Services from recognized Institution/University. Computer knowledge is compulsory. One year working experience in a related field will be an added advantage.

1.0.32 TRANSPORT OFFICER TRAINEE – 2 POSTS

1.0.33 WORK STATION: MBEYA, RUKWA AND IRINGA

1.0.34 DUTIES AND RESPONSIBILITIES

- i. To plan, organize, coordinate and control company's transportation fleet as per Company Transport Policy;

- ii. To timely update prevailing Transport Information Management System to enable generation of fleet performance report for Management decision;
- iii. To keep track for all vehicles under car tracking system so that any discrepancy could be reported for immediate rescue measure;
- iv. To identify and consolidate all motor vehicles/cycles that qualified for disposal in compliance to the transport policy in order to get rid of vehicles that are expensive to run;
- v. To provide transport - related logistical assistance as requested by the Business units so as to ensure smooth operations;
- vi. To assist in monitoring performance contracts of various fuel filling stations providing services to region;
- vii. To maintain proper inventory of all components of vehicles, making sure they are maintained and checked frequently, monitor the maintenance, and servicing schedule of the vehicles is followed; and
- viii. To track repairs and costs as part of monitoring and oversee the repair process.

1.0.35 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree/Advanced Diploma either in Transport and Logistics/Freight Management or Auto-Mechanics Engineering from any reputable Higher Learning Institution. Computer knowledge is compulsory and one-year minimum experience in transport/freights management/auto mechanic's field.

1.0.36 CUSTOMER RELATIONS OFFICER - 4 POSTS

1.0.37 WORK STATION: HAI, SUMBAWANGA, MBAGALA AND KIGAMBONI

1.0.38 DUTIES AND RESPONSIBILITIES

- i. To provide quality services to the customers to ensure their needs are timely and effectively attended;
- ii. To ensure all reported or documented technical faults (Temporary Breakdown) are closed and follow-up of the open issues and individual customers are done timely to ensure minimal complain and effectiveness of our service to clients;
- iii. To handle all customer care issues at the region and become the official first point of contact with a customer to ensure no issues lay unattended and all

complaints and cases are closed in the minimal time with less interruptions to a customer;

- iv. To deal with customer service survey feedback to ensure excellent customer care services is given to our clients and their needs are responded timely;
- v. To regularly and timely update customers in the region on issues regarding our services such as products and services; planned and unplanned maintenance; and
- vi. To advice Regional Customer Relation Officer on all customer care issues at the region to ensure, value and quality services are provided.

1.0.39 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree/Advanced Diploma either in Marketing, Business Administration (majoring in Marketing or Public Relations) or Mass Communication and Public Relations from recognized Institution. Computer knowledge and one year of working experience in the relevant field is compulsory.

1.0.40 SUPPLIES/STORES ASSISTANT – 17 POSTS

1.0.41 WORK STATION: REGION/DISTRICTS/HYDRO POWER PLANT

1.0.42 DUTIES AND RESPONSIBILITIES

- i. To receive, issue and record materials in the store to ensure store balance is maintained all the time;
- ii. To receive materials from suppliers and ensure that the quality and quantity correspond to the given specification and store in a safe place;
- iii. To issue materials by ensuring that the quantity corresponds with the approved store issuing voucher;
- iv. To post both receive /issue voucher in the bin cards to ensure stock balance corresponds with received/issued items;
- v. To key in materials in I SCALA system to ensure correct data control;
- vi. To carry-out Local Purchase to ensure that the items purchased meet value for money; and
- vii. To conduct periodic stock checking and stock reconciliation.

1.0.43 QUALIFICATIONS AND EXPERIENCE

Form IV or VI with Ordinary Diploma in Procurement and Supplies Management or equivalent qualifications from recognized institution; must be registered by PSPTB or any

relevant professional body. One year of working experience in the relevant field will be added advantage.

1.0.44 STORE OFFICER TRAINEE – 1 POST

1.0.45 WORK STATION: BABATI - MANYARA

1.0.46 DUTIES AND RESPONSIBILITIES

- i. To manage and coordinate all stores processes and ensure availability of materials, tools and equipment;
- ii. To advise Regional Financial Officer regarding store matters and identifying potential problem areas such as stock outs and low stock to ensure adherence to the company and public stores regulations;
- iii. To maintain and control stocks of materials to ensure efficient delivery and issues of the same;
- iv. To plan, monitor and control the activities of members of department in order to ensure the most effective utilization of resources and achievement of objectives and targets;
- v. To produce monthly reports and returns in order that the management gets informed of the region performance;
- vi. To ensure stores data (in all forms) are kept and controlled to prevent fraud and misappropriation;
- vii. To ensure stock checking programs are maintained to the extent that the physical inventory agrees with the supply system records; and
- viii. To ensure the achievement of safety and environmental objectives by providing leadership in the areas of safe working practices and storekeeping.

1.0.47 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree/Advanced Diploma either in Materials Management, Procurement or equivalent qualifications. Must be registered by PSPTB or relevant professional body. One year of working experience in the relevant field will be added advantage.

1.0.48 ACCOUNTANT TRAINEE – 5 POSTS

1.0.49 WORK STATION: HEAD OFFICE AND LAELA DISTRICT

1.0.50 DUTIES AND RESPONSIBILITIES

- i.** To be responsible for all matters relating to Accounting and Financial Control activities at the Plant/Region/Districts including preparation of annual budget to ensure achievement of corporate goals;
- ii.** To process, report and keep records of works orders as per accounting instructions;
- iii.** To prepare and submit weekly reports including petty cash, works orders and invoices;
- iv.** To issue receipts and keep in safe custody payment vouchers and supporting documents;
- v.** To post data into accounts system including general ledger, purchase ledger and works orders transactions and validate all transactions;
- vi.** To assist to prepare and monitor monthly utilization and maintain records of imprest fund payments; and
- vii.** To undertake banking activities and effect petty cash payments.

1.0.51 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Accountancy, Commerce, Finance or equivalent qualifications from recognized higher learning Institutions; must have CPA (T). One year of working experience in a related field will be added advantage.

1.0.52 ACCOUNTS ASSISTANT – 4 POSTS

1.0.53 WORK STATION: SINGIDA, MBEYA AND BUKOBA

1.0.54 DUTIES AND RESPONSIBILITIES

- i.** To prepare and process documents to disburse funds, make deposits and prepare reports;
- ii.** To prepare, process and maintain all records of collections and payments as per financial regulation and accounting instruction;
- iii.** To prepare cheques, payment vouchers and petty cash payment vouchers;
- iv.** To write cheques and make all approved payments in accordance to the company's accounting instructions;
- v.** To prepare weekly imprest statement band petty cash statement and submit for reimbursement for records keeping purpose and ease of making management decisions;

- vi. To assist in carrying out bank reconciliation every month reconciliation of general ledger for financial account preparation so as to ensure all accounts are balancing; and
- vii. To update all financial data in the appropriate systems to ensure proper management and control of financial information for decision making.

1.0.55 QUALIFICATIONS AND EXPERIENCE

Form IV or VI Secondary School Academic Certificates plus Diploma either in Accountancy or Finance from a recognized learning institution. One year of working experience in a related field will be an added advantage.

1.0.57 ADMINISTRATIVE ASSISTANT – 1 POST

1.0.58 WORK STATION: MBAGALA

1.0.59 DUTIES AND RESPONSIBILITIES

- i. To deal with general office Administration with minimum supervision in any Section falling Administration functions;
- ii. To ensure general cleanliness of office surroundings;
- iii. To ensure that utility services are available and functioning;
- iv. To follow up with utilities providers to make sure that the service is available all the times;
- v. To ensure that bills pertaining to utilities are paid on time;
- vi. To process order for office consumables;
- vii. To look after all welfare matters;
- viii. To ensure that attendance registry is working properly; and
- ix. To perform any relevant duties assigned by supervisors.

1.0.60 QUALIFICATION AND EXPERIENCE

Diploma either in Public Administration, Human Resources Management or its equivalent from a reputable institution, Computer skills are essential.

1.0.61 HUMAN RESOURCES OFFICER TRAINEE – 1 POST

1.0.62 WORK STATION: ILALA DSM

1.0.63 DUTIES AND RESPONSIBILITIES

- i. To provide information and assistance to staff, supervisors on human resource and work-related issues;
- ii. To analyze training needs in conjunction with departmental managers;
- iii. To update employee information in Human Resource Management System and make sure all files are kept in proper arrangement;
- iv. To monitor and implement staff disposition in the region as decided by Management;
- v. To ensure that administrative services in the regional Office are maintained to meet company's requirements and standards; and
- vi. To coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.

1.0.64 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Public Administration, Human Resources Management or its equivalent from a reputable institution, Computer skills are essential.

1.0.65 DRIVER II – 93 POSTS

1.0.66 WORK STATION: HEAD OFFICE/ REGIONS/ DISTRICTS/POWER PLANTS

1.0.67 DUTIES AND RESPONSIBILITIES

- i. To drive and maintain the Company vehicles as per Company rules, traffic instructions and regulations;
- ii. To drive and maintain company vehicles as per laid down rules, traffic instructions and regulations, to facilitate company's business operations;
- iii. To drive vehicle on a schedule and designated route to ensure safety and timely delivery of staff and materials;
- iv. To perform minor maintenance tasks on assigned vehicle(s) including pre-trip inspections as required;
- v. To maintain accurate, up-to-date records on log sheets, vehicle maintenance, accident reports, vehicle condition reports and other records that are requested by management;
- vi. To coordinate the schedule for major or periodic vehicle maintenance with management to avoid service interruptions;

- vii. To monitor, ascertain and timely repair of Company vehicle according to the required standards; and
- viii. To perform courier and messenger duties.

1.0.68 QUALIFICATIONS AND EXPERIENCE

Form IV or VI Secondary School Academic Certificates; Basic Driving Certificate from recognized institution, Valid Driving License Class C/C1/C2/C3 or E, Professional Driving Certificate from National Institute of Transport (NIT) or VETA plus one year working experience in related field. Trade Test either in Grade I, II or III in Automobile Engineering/Mechanics from recognized institution is an added advantage.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age;
- ii. **Permanent and Pensionable employees in the Public Service should not apply;**
- 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 who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. 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 (UDOM), Utumishi Building/Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **28th October, 2021;**
- xv. Only shortlisted candidates will be informed on a date for interview and;

- xvi. 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**')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIATATA**

