

**THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.JA.9/259/01/A/91**

**02<sup>nd</sup> June, 2022**

**VACANCY ANNOUNCEMENT  
3 MONTHS TEMPORARY EMPLOYMENT**

On behalf of Rural Energy Agency (**REA**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (**136**) vacant posts mentioned below;

**1.0 RURAL ENERGY AGENCY (REA)**

Rural Energy Agency (REA) is an Autonomous Body under the Ministry of Energy and Minerals of the United Republic of Tanzania. Its main role is to promote and facilitate improved access to modern energy services in rural areas of Mainland Tanzania. REA became operational in October, 2007.

**REA Vision:** Transformation of rural livelihoods through provision of modern energy services.

**REA Mission:** To promote and facilitate availability and access to modern energy services in rural Mainland Tanzania.

**1.1 PROJECT COORDINATOR - 136 POSTS**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i) To assess the level of electrification and prepare report on electrified and non - electrified villages, hamlets and social service centres (health centres, schools, business centres, economic activities and water pumps);
- ii) To assess and report implementation status of all projects financed by Rural Energy Fund (REF) in the districts;

- iii) To assess and provide feedback to REA Management on the current and future needs for electrification in the district; and
- iv) To assist in communication and dissemination of information regarding activities/projects for the Rural Energy Agency to the Government officials, leaders and other stakeholders in the district.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Diploma in any of the fields majoring in Engineering, Economics, Community Development, Social Studies, Finance, Survey, Project Planning and Statistics; and Full Technician Certificate (FTC) in Engineering or equivalent.

### **1.1.3 REMUNERATION:**

In accordance with Technicians' salary Scale.

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for 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. **In the application letter, specify the Region and District of Residence; and the District of preference to work as a Project Coordinator;**
- 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;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **15<sup>th</sup> June, 2022**;
- xv. Only short listed candidates will be informed on the date of 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 SECRETARIAT**