

**THE UNITED REPUBLIC OF TANZANIA**



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

**Ref.No.JA.9/259/01/A/162**

**25<sup>th</sup> September, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of the Ministry of Finance and Planning (MoFP) and Rural Water Supply and Sanitation Agency (**RUWASA**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill sixty eight (**68**) vacant posts for contractual basis as mentioned below;

**1.0 MINISTRY OF FINANCE AND PLANNING (MoFP)- GLOBAL FUND PROGRAM**

The Ministry of Finance and Planning is responsible for effective implementation of the Global Fund Programs in the Country and shall ensure that an adequate operations and financial management system are in place for the effective and efficient use of financial resources for achievement of the intended purposes. The major part of Global Fund Grants to the Country is under (MoFP), as the Principal Recipient (PR1) on behalf of the Government.

1.0.1 **JOB TITLE:** Accountant - Support Application (1 Post)

1.0.2 **WORK STATION:** Dodoma

1.0.3 **REPORTING TO:** Assistant Commissioner Multilateral

**1.0.4 DUTIES AND RESPONSIBILITIES**

- i. To support preparation and submission of quality financial reports by all GF funded programme;

- ii. To support application to the Integrated Financial Management Information System (IFMIS)-EPICOR SYSTEM;
- iii. To communicate between GFCU – MoH and all Implementing partners regarding all financial matters;
- iv. To ensure that all relevant financial management documentation is shared among all Grant Implementing partners;
- v. To work with all program Accountants to design and implement standard reporting templates for use by all GF implementers, that is ensure timely, efficient reporting of all financial matters for each grant implementing partners;
- vi. To write feedback reports to Grant Implementing partners and external agencies on all financial reports submitted to or through MOFP;
- vii. To attend to all Grant ad hoc activities as directed by the Commissioner of External Finance;
- viii. To support preparation of quarterly progress reports to all Grant implementers;
- ix. To ensure sound financial management in implementing programmes using grant financial resources and compliance with policies and procedures of the Global Fund;
- x. To support preparation of Progress Update and Disbursements Request (PUDR) (semi-annually);
- xi. To support preparation of Grant Forecast (quarterly);
- xii. To support preparation of Cash balance reports (quarterly);
- xiii. To support preparation of Tax Reports (annually);
- xiv. To support preparation of Financial Statements for External Audit (annually);
- xv. To support preparation of Fixed Asset Register for External Audit (annually);
- xvi. To support preparation of Report on status of Grant covenants, management actions and audit recommendations (Internal and external) (semi-annually);
- xvii. To support preparation of Grant Budget Revisions (at least annually);
- xviii. To support preparation of Adhoc reports as required by grant implementation.

#### **1.0.5 QUALIFICATION AND EXPERIENCE**

Bachelor's Degree either in Accounting, Finance or equivalent qualification, with the registration under the National Board of Accountants and Auditors (NBAA) as a Certified Public Accountant or equivalent. Minimum of 3 - 5 years of work experience in an Accounting Department/unit in a reputable organization. Having MSc. Finance will be an added advantage.

### **1.0.6 OTHER COMPETENCIES**

- i. He/She must be conversant in Accounting Packages application including Epicor;
- ii. Knowledge of IPSAS and experience in preparation of Financial Statement using IPSAS Standard;
- iii. Capacity of working with minimal supervision and strong interpersonal skills;
- iv. Experience in donor funded projects;
- v. Good knowledge of English and Kiswahili both spoken and written and
- vi. Knowledge in government accounting is an added advantage.

### **1.0.7 AGE LIMIT**

Applicant should not be above 50 years.

### **1.0.8 RENUMERATION**

This Post offers an attractive package as per Donors scale.

## **2.0 RURAL WATER SUPPLY AND SANITATION AGENCY (RUWASA)**

The Rural Water Supply and Sanitation Agency (RUWASA) was established under the Water Supply and Sanitation Act No. 5 of 2019 to coordinate all efforts related to provision of Sustainable Rural Water Supply and Sanitation Services in rural areas in Tanzania mainland, so as to contribute to a sustainable socio-economic development. The Agency is mandated to plan, develop, maintain and manage provision of reliable water supply and sanitation services.

### **2.0.1 DRIVER GRADE II - 67 POSTS (ONE YEAR CONTRACT)**

#### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To drive motor vehicles and motor cycles as may be assigned;
- ii. To ensure motor vehicles and motor cycles and their accessories are in good condition;
- iii. To follow up vehicles or Motor cycles under repairs and ensure that required spares are all fitted and that obsolete spares are returned to stores for verification;
- iv. To maintain vehicle or machine cleanliness,
- v. To ensure safety of the vehicle and Motor cycles

- vi. To maintain and recording log books for all trips/routes made;
- vii. To report promptly any defects or problems detected in the vehicles or machines; and
- viii. To perform any other related duties as assigned by supervisor.

### **2.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Secondary Education Certificate having a valid Driving License Class C or E and Basic Driving Course plus driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

### **2.0.4 REMUNERATION**

Salary Scale: RSS 2

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except where specified; ;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **8<sup>th</sup> October, 2022**;
- xvi. Only shortlisted candidates will be informed on the date of 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')**

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**