

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01// 90

4<sup>th</sup> January, 2017

### VACANCIES ANNOUNCEMENT

On behalf of The Petroleum Bulk Procurement Agency (PBPA), Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 1 vacant post as shown below.**

#### 1.1 EXECUTIVE DIRECTOR

##### 1.1.1 DUTIES AND RESPONSIBILITIES

The Executive Director shall be responsible for coordinating and managing procurement of the petroleum products through the Bulk Procurement System. The Executive Director is the Accounting Officer of the Agency, the Secretary to the MAB and responsible for: -

- Day to day management of the Agency;
- Development and implementation of Agency's Plans;
- Annual reviews, monitoring and evaluation of the Agency performance;
- Preparation of annual reports and financial statements of the Agency for submission to the relevant authorities;
- Management of financial resources, property and business;
- Management and development of human resources; and
- Ensuring development and sustainability of the Agency.

##### 1.1.2 QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in geosciences, engineering; law, finance, economics, and management with minimum of ten (10) years of working experience of which at least three (3) years must be in a Senior Managerial Position.
- Holder of post graduate degree in the relevant academic field.

- Holder of post graduate degree in Petroleum Industry will be an added advantage.  
**The ideal candidate is also expected to have the following qualities:**
- Person of moral character, proven integrity, and professional competence;
- Knowledge of the petroleum industry;
- No conflict of interest with the Agency's activities; and
- Visionary, innovative and results-oriented.
- Age below 50 years.

### **1.1.3 NATURE OF EMPLOYMENT**

- Five (5) years contract renewable once subject to good performance and delivery.

### **1.1.4 REMUNERATION**

- Attractive remuneration package in accordance with the Institution's Salary Scale.

### **NB: GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania;
- ii. Applicants must attach up-to-date Curriculum Vitae (CV) having reliable contact, 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 academic certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Computer Certificate;
  - Professional certificates from relevant Authorities;
- v. Form VI and form VI results slips are strictly not accepted;
- vi. Testimonials and all Partial Transcripts will not be accepted;
- vii. Presentation of forged certificates and other information will necessitate to legal action;
- viii. Applicants employed in the Public Service should route their application letters through their respective employers;
- ix. Applicants who have/were retired from the Public Service for whatever reason should not apply;

- x. Applicants should indicate three reputable referees with their reliable contacts;
- xi. Certificates from Foreign Examination Bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU),
- xiii. The attachments shall include one recent passport size photo, certified copies of academic certificates, transcripts and the applicant's birth certificate.
- xiv. **Deadline for application is 18<sup>TH</sup> January, 2017.**
- xv. Only short listed candidates will be informed on a date for interview,
- xvi. Application letters should be written in Swahili or English,

*i. All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address can also be found at PSRS Website, Click 'Recruitment Portal')*

*ii. IMPORTANT: REMEMBER TO ATTACH YOUR APPLICATION LETTER AND IT SHOULD BE ADDRESSED TO:*

THE SECRETARY,  
PRESIDENT'S OFFICE, PUBLIC SERVICE RECRUITMENT SECRETARIAT  
MAKTABA COMPLEX,  
27 BIBI TITI MOHAMED ROAD,  
P.O.BOX 63100,  
11102 DAR ES SALAAM.

**X.M. DAUDI**  
**Secretary**  
**Public Service Recruitment Secretariat.**