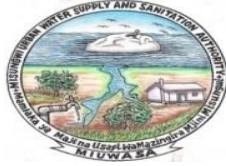


**MISUNGWI URBAN WATER SUPPLY AND SANITATION AUTHORITY
(MIUWASA).**



**COMPETITIVELY BEST UTILITY IN THE TANZANIA WATER SECTOR,
SUPPLYING CLEAN AND SAFE WATER AT MISUNGWI DISTRICT**

The Authority is hereby seeking for relevant qualified and highly motive personnel to fill the following competitive vacancies available in her manning level for unspecified forms of employment by the moment.

Job Title: ELECTRICAL TECHNICIAN (One post).

ELECTRICIAN RESPONSIBILITIES.

- To ensure that water pumps and electrical switchgear/machines maintenance is carried out according to schedule.
- To ensure that spares for repair and maintenances of pumps and electric motors/switchgear are always available.
- Examine and test electrical power distribution machinery and equipment using testing device.
- Supervision of proper production treatment and distribution on suitable quality and quantity of water from various sources.
- Carry out any other duty as may be direct by the technical manager.
- Install, maintain, modify and repair all electrical distribution systems and associated electrical equipment
- Remain in compliance with current National Electric Code
- Inspect and test components of electrical systems, including transformers, transfer switches and switch gears
- Complete work orders and record material utilized on jobs
- Run computer cables, connect computer jacks and plugs and test for adequate operation
- Utilize blueprints, wiring diagrams and manufacturer's installation manuals to complete assigned projects
- Survey electrical systems, circuits and plans

REQUIRED QUALIFICATION:

- Full Technician Certificate (FTC)/Diploma in electrical engineering from recognized institution with 3 years working experience in electrical plants and machineries and software skills including working knowledge of office.
- Able to work well on a team
- Capable of lifting and carrying a minimum of 50 pounds without assistance
- Excellent hand-eye coordination
- Demonstrable knowledge and skills for electrical installation, maintenance and repair of electrical systems and equipment
- Strong interpersonal communication skills

Job Title: DIPLOMA IN MECHANICAL TECHNICIAN (**One post**).

Mechanical engineering technicians typically do the following:-

- Evaluate design drawings for new or changed tools by measuring dimensions on the drawings and comparing them with the original specifications
- Prepare layouts and drawings of parts to be made and of the process for putting the parts together, often using three-dimensional design software.
- Discuss changes with co-workers – for example, in the design of a part and in the way it will be made and assembled.
- Review instructions and blueprints for projects in order to ensure that test specifications and procedures are followed and objectives are met.
- Plan, produce, and assemble new or changed mechanical parts for products, such as industrial machinery or equipment
- Set up and conduct tests of complete units and parts and record results
- Compare test results with design specifications and with test objectives and make recommendations for changes in products or in test methods
- Estimate labor costs, equipment life, and plant space
- Some mechanical engineering technicians test and inspect machines and equipment, or work with engineers to eliminate production problems.
- They may assist in testing products by, for example, setting up instrumentation for vehicle crash tests.
- They may make sketches and rough layouts, record and analyze data, make calculations and estimates, and report their findings.

RESPONSIBILITIES.

- Build and assemble machines or mechanical components according to requirements

- Inspect machines, engines, transmissions etc. and run diagnostic tests to discover functionality issues
- Conduct repairs aiming for maximum reliability
- Troubleshoot reported problems and resolve them in a timely manner
- Perform thorough maintenance on machinery, equipment and systems
- Clean and apply lubricants to machinery components
- Replenish fluids and components of engines and machinery
- To ensure that water pumps and machines maintenance is carried out according to schedule.
- To ensure that spares for repair and maintains pumps and electrical machines always available.
- Examine and test machinery/pump distribution and equipment using test device.
- Supervision of proper production treatment and distribution of suitable quality and quantity of water from various sources.
- Carry out any other duty as may be direct by the technical manager.
- Provide consultation on correct maintenance and preventative measures to machine or vehicle users
- Undertake other duties as assigned (e.g. repair of hydraulic systems, painting vehicles etc.)
- Keep logs of work and report on issues

Required qualification.

- Full Technician Certificate (FTC)/Diploma in mechanical engineering from recognized institution with 3 years working experience in mechanical plants and machines and software skills include working knowledge of office.
- Able to work well on a team
- Capable of lifting and carrying a minimum of 50 pounds without assistance
- Excellent hand-eye coordination
- Demonstrable knowledge and skills for electrical installation, maintenance and repair of electrical systems and equipment
- Strong interpersonal communication skills

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Job Title: DIPLOMA IN CIVIL ENGINEERING (One post).

Civil engineering technicians job duties:

- Reviewing project blueprints and specifications to determine the size of a structure or system and the quantity of materials needed.
- Inspecting work sites to ensure contractors meet design specifications.
- Creating dimensional drawing and layouts for projects and ensuring that they meet specifications.
- Evaluating results to ensure structure is suitable for occupancy.
- Writing reports and documenting project activities and data.
- Reporting problems to a supervisor and negotiating any conflicts that arrive.
- Responding to public reactions to project.
- Computer literate and good command of AutoCAD or related software application.
- Supervision of proper production treatment and distribution of suitable quality and quantity of water from various sources.
- To advice office any issue related with construction works.
- Carry out and other duty as may be direct by the technical manager.

REQUIRED QUALIFICATION:

Full Technician certificate / Diploma in civil engineering from recognized institution with 3 years working experience in civil engineering and software skills including office working knowledge.

Job Title: TECHNICIAN II- Water Supply and Sanitation ENGINEERING (one post).

Required qualification.

Full Technician certificate / Diploma in Water Supply and Sanitation Engineering from recognized institution with 3 years experience.

JOB DESCRIPTION.

1. Supervision of proper production treatment and distribution of suitable quality and quantity of water from various sources.
2. Examine and test machinery/pump distribution and equipment using test device.
3. To ensure that spares Parts for repair and maintenances pumps in the main pipes and distribution always available.

4. To ensure that water pumps and machines maintained is carried out according to schedules.
5. Carry out any other duty as may be direct by the technical manager.

**Job Title: TECHNICIAN III-Plumber and Water Distribution systems
Installation (One Post).**

Required qualification.

Trade Test 1/NTA Level III from recognized institution with 3 years experience in Plumbing Technology.

JOB DESCRIPTION.

1. To install new Customers water supply systems and Network.
2. To attend Customers' complains that may arise in the water supply Networks.
3. To ensure that spares Parts for repair and maintenance in the distribution are always available.
4. To ensure that water pumps and machines maintained is carried out according to schedules.
5. Carry out any other duty as may be direct by the technical manager.
6. Care Supervision of the WRU properties and ability to Request materials for leakage Maintenance and customer base expansion water network systems.

ACCOUNTANT POSITION.

Job Title: Accountant.

Types: Yearly Renewable Contract

Report to: Finance and Administration Manager

Location: Misungwi- Mwanza

Positions: 1 Posts.

OVERALL RESPONSIBILITIES

Accountant officer is responsible primarily to provide high level financial management, and advice the Finance and Administration Manager on proper mechanisms, national and international approaches and standards for financial management and accountability.

He/she also expected to offer high level cost-benefit advice to Water Regulatory Utility (WRU) on financial management, monitoring and evaluation of financial

uses.

SPECIFIC RESPONSIBILITIES.

1. Develop, maintain, control and implement sound accounting and financial management systems and procedures based on acceptable national and International standards (eg International Financial Reporting Standards)
2. Maintain proper books of accounts and all financial accounting records
3. Establish adequate internal financial monitoring and control system and to take full precautions against fraud and negligence with high level of financial discipline and proper authorizations.
4. Preparation of monthly and quarterly financial statements and reports for estimated and actual revenue, as well as expenditure against the allocated expenditures per organization work item
5. Ensure that all income due to the **Water Regulatory Utility's (RWUs)** is collected promptly and brought to account.
6. Preparation of purchase orders in adherence to approved budget against over expenditure.
7. Make adequate arrangements for safe keeping of all financial documents, including cheque books, receipt books, payment Voucher and other accounting documents.
8. Liaise with the external auditor appointed by the Board and ensuring that within six months after the end of each financial year draft accounts of the preceding financial year of the RWUA are submitted for audit.
9. Provide a sound advice to the Foundation in the implementations of the suggestions made by the internal and external auditors.
10. Supervise the accounting staff and generally to be responsible for managing the accounting functions of the RWUs.
11. To prepared business plan, cost recovering plan and strategic plan
12. To advice office any issue related with business administration.
13. Carry out any other duty as may be direct by manager.

KEY QUALIFICATIONS FOR ACCOUNTANT

- Bachelor Degree in accountancy from a recognized institution.
- At least 2-3 years work experience in accounting functions from a recognized Institutions.
- Full understanding of bookkeeping and accountancy procedures
Computer skills

- Fluency in English and Kiswahili; French as an added advantage
Competent in Computer skills.

GENERAL CONDITIONS.

- i. All application must be citizens of Tanzania and not above 45 years old.
- ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and Telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. Applicants must attach their detailed relevant certified copies of academic certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts
 - Form 4 and form 6 Nation Examination Certificates
 - Professional certificates from respective boards.
- v. Applicants should indicate three reputable referees with their reliable contacts.
- vi. Application letters should be written in Swahili or English
- vii. Dead line for application is on 30th may, 2017 at 2.00 PM.
- viii. Submit your CV and covering letter stating why you think you are the right candidate for the particular position.

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING OFFICIAL ADDRESS:

MANAGER,
**For MISUNGWI URBAN WATER SUPPLY
AND SANITATION AUTHORITY - BOARD,**
P.O. BOX 39,
MISUNGWI.
MWANZA - TANZANIA.

Warning: Don't cheat/ be deceived by anybody to pay money to get a job.