

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/28

28th January, 2021

VACANCY ANNOUNCEMENT

On behalf of **Rural Energy Agency (REA)**; Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **7** 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.

1.1 PROJECT ENGINEER II-5 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Managing projects contracts;
- ii. Assisting in project identification, Planning, supervision and appraisal;
- iii. Providing information and statistics on electricity projects carried out;
- iv. Analyzing and preparing periodic electricity projects performance reports;
- v. Monitoring the progress of the project against agreed timelines and key deliverables and ensuring execution within agreed timelines;
- vi. Conducting periodic defects liability inspections/audits; generate snag lists and following-up correction of snags;

- vii. Facilitating site meetings and handover of completed work;
- viii. Reporting on progress and commitment and performance of the supervision consultants;
- ix. Coordinating with other stakeholders in identifying new electricity and Renewable energy projects; and
- x. Performing any other related duties and responsibilities as may be assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Electrical Engineering, Electro-mechanical Engineering, Mechanical Engineering, Civil Engineering or equivalent qualifications from recognized Institutions. The candidate must be registered with Engineers Registration Board (ERB) as Graduate Engineer.

1.1.3 REMUNERATION

- As per institution's salary scale

1.2 MONITORING AND EVALUATION OFFICER II – 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Visiting project sites and submit progress reports periodically for projects under implementation and operating projects;
- ii. Ensuring relevant and timely Monitoring and Evaluation information is available to key stakeholders;
- iii. Monitoring the execution of modern rural energy projects and ensuring that execution is in accordance with the agreed technical design specifications, meets environmental criteria and is within the allocated budget limits;
- iv. Undertaking impact evaluation to determine that the Rural Energy projects are producing the intended impacts on the target population by providing access to electricity for productive purposes and generating interest in people for mobilizing resource to undertake similar projects;
- v. Assisting in monitoring and assessing the effectiveness of the project implementation process ; and
- vi. Performing any other related duties and responsibilities as may be assigned by the supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Electrical Engineering, Electromechanical, Energy, Economics, Project Planning and Management, Policy and Planning, Statistics, or equivalent qualifications from any recognized Institution. The candidate must be computer literate.

1.2.3 REMUNERATION

- As per institution's salary scale

1.3. PROCUREMENT AND SUPPLIES OFFICER II - 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Evaluating vendor performance and advices accordingly;
- ii. Maintaining an up-to-date filing system on pricing and vendors to ensure timely and accurate access to information;
- iii. Preparing bid documents and tender advertisements;
- iv. Advising on disposal of obsolete or condemned items/goods;
- v. Following up overdue or back orders, making special arrangements and terms of delivery and communicating to divisions expected delivery dates;
- vi. Processing procurement tenders as per approved Agency policies and procedures.
- vii. Maintaining and updating a register of approved suppliers;
- viii. Maintaining records for each local purchase order;
- ix. Maintaining register of all contracts and monitors supply of ordered goods;
- x. Following up supply contracts and ensuring contracts are honored;
- xi. Identifying contract defaulters and reporting to Superior for further action.
- xii. Producing monthly reports on status of ordered goods;
- xiii. Participating in planning and forecasting supplies requirements;
- xiv. Performing any other related duties and responsibilities as may be assigned by the supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree/Advanced Diploma in Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies.

1.3.3 REMUNERATION

- As per institution's 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. Applicants should apply on the strength of the information given in this advertisement;
- 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 & Asha Rose Migiro Buildings -Dodoma.**
- xiv. Deadline for application is **10th February, 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 SECRETARIAT**