

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/199

15th May, 2020

VACANCIES ANNOUNCEMENT

On behalf of The Tanzania Revenue Authority (TRA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **(37)** vacant posts mentioned below;-

1.0 THE TANZANIA REVENUE AUTHORITY (TRA)

The Tanzania Revenue Authority (TRA) was established by Act of Parliament No. 11 of 1995, and started its operations on 1st July, 1996. In carrying out its statutory functions,

TRA is regulated by law, and is responsible for administering impartially various taxes of the Central Government.

1.0.1 ASSISTANT ACCOUNTS OFFICER (4 POSTS)

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To receive and register cash/cheques/bank draft/ postal and money orders, issue receipts for the same and capture them timely in the expenditure accounting system;
- ii. To maintain petty cash and bank all cash/cheques collected intact;
- iii. To collect bank statements, bank Pay-in slips and other documents from banks;
- iv. To record revenue transactions in cash books; prepare revenue analysis journals and daily cash/cheque receipts sheets (CCRS);
- v. To maintain a cheque payment register where the signatories shall sign; and cheque dispatch register for payees to sign;
- vi. To generate payments and print cheques in expenditure accounting system;
- vii. To dispatch cheques to staff and suppliers; and the cheque lists to banks;
- viii. To stamp "PAID" all paid vouchers and their supporting documents; and file them in ascending order of disbursement numbers;
- ix. To make follow up to ensure collection of receipts for cheques dispatched to suppliers;
- x. To report any discovered loss/ shortage of cash/cheque/receipts;
- xi. To track funds transfers from commercial banks to Central Bank (BoT) and prepare schedule of revenue transfers and funds in transit (with commercial banks); and
- xii. To perform any other related duties assigned by the supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields; Accountancy, Finance, Business Administration majoring in Accounting or Finance or equivalent qualifications from recognized Institutions. Ability to use different Accounting packages/software is an added advantage.

1.0.4 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

2.0 LEGAL COUNSEL II (LEGAL OFFICER II)- (01- POST)

2.0.1 DUTIES AND RESPONSIBILITIES

- i. To identify Court cases which are suitable for settlement out of judicial processes and recommend to the supervisor;
- ii. To draft legal documents as may be assigned;
- iii. To give legal opinions or advise on matters related to functions and operations of TRA;
- iv. To propose amendment and give interpretation of laws administered by TRA;
- v. To handle administrative activities of the department as may be directed;
- vi. To identify potential risks in relation to activities of the department and report to the supervisor;
- vii. To prepare monthly, quarterly and annual performance reports; and
- viii. To perform any other related duties assigned by the supervisor.

2.0.2 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree in Law or equivalent qualifications from recognized Institutions who have successfully attended postgraduate training at Law School of Tanzania or one year internship for those law graduates who are not subjected to law school requirements.

2.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

3.0 RECORDS MANAGEMENT ASSISTANT II (01 - POST)

3.0.1 DUTIES AND RESPONSIBILITIES

- i. To register incoming and outgoing mails;

- ii. To control movement of files;
- iii. To file the letters and other documents received;
- iv. To ensure timely circulation of documents to designated officers for necessary action;
- v. To bring up the files to the respective staff for action and retrieve the files from the staff for filing of incoming mail;
- vi. To take stock of the files kept by staff;
- vii. To open and close files;
- viii. To assist in supervision of out sourced services;
- ix. To account for the stamps used for postage of letters; and
- x. To perform other duties assigned by the supervisor.

3.0.2 QUALIFICATION AND EXPERIENCE

Holders of Diploma either in Records or Archives Management/ from recognized institution.

3.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

4.0 CUSTOMS ASSISTANT II (09 - POSTS)

4.0.1 DUTIES AND RESPONSIBILITIES

- i. To receive documents from Wharf retain copies of the same;
- ii. To receive requests for scanning from Importer/Clearing Agents;
- iii. To scan the consignment information documents that is, CVR, Packing List, BL and Invoice, and complete the dataset with information regarding the Container/Consignment and ensure the information is timely and accurately posted in to the x-ray scanner database;
- iv. To inform the Importers/Agents scanning result of their containers;
- v. To provide report to In Charge Officer of the documents received, consignments scanned and those not scanned within the set timeframe and the reason

thereof;

- vi. To assign the correct data set to be associated with the Containers to be scanned;
- vii. To inform Receptionist Operator and System Operator when a clear image has been received;
- viii. To maintain a log of Images that has been scanned; and
- ix. To perform any other related duties assigned by the supervisor.

4.0.2 QUALIFICATION AND EXPERIENCE

Holders of Diploma in one of the following fields; Taxation, Customs, Accountancy, Business Administration, Law or equivalent qualifications from recognized institution.

4.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

5.0 LECTURER (01 –POST)

5.0.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervise students carrying out research projects;
- iii. To design and carry out research assignments;
- iv. To participate in scientific/congregations;
- v. To conduct consultancy and provide community services;
- vi. To participate in the design, delivery and evaluation of training programmes and research projects;
- vii. To deliver training programmes and evaluate students through continuous assessment and examinations from time to time;
- viii. To prepare learning resources and design training exercise for students including teaching manuals, simulations and case studies;
- ix. To participate in the design and carrying out Training Needs Assessment; and

- x. To perform any other related duties as assigned by the supervisor.

5.0.2 QUALIFICATION AND EXPERIENCE

Holders of PhD either in Taxation, Customs, Accountancy, Law, Information, Communication and Technology, Finance, Economics, Public Finance, Business Administration, Mathematics, Statistics, Quantitative Techniques, Clearing and Forwarding, Linguistics or equivalent qualifications from a recognized Institution/University with GPA of at least 3.8 at undergraduate studies and an average of at least Grade B at Master Degree level.

5.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

6.0 CUSTOMS OFFICER II (07 - POSTS)

6.0.2 DUTIES AND RESPONSIBILITIES

- i. To control imports, export and transit goods;
- ii. To carry out documentary verification;
- iii. To prepare enquiries and offence files;
- iv. To assess and value goods;
- v. To release goods after payment of duties;
- vi. To prepare various returns for Customs & Excise Headquarters;
- vii. To provide information for preparation of Management reports (various);
- viii. To conduct the physical verification of goods;
- ix. To perform anti- smuggling patrols; and
- x. To perform any other related duties as assigned by the supervisor.

6.0.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree or Advanced Diploma in one of the following fields; Taxation, Customs, Accountancy, Finance, Public Finance, Economics, Business Administration, Law, or equivalent qualifications from a recognized

Institution/University.

6.0.4 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

7.0 RATING II (01- POST)

7.0.1 DUTIES AND RESPONSIBILITIES

- i. To assist the boat captain on steering the boat;
- ii. To assist the engineer to carry out the services and repairs;
- iii. To assist the mooring and unmooring the boat;
- iv. To maintain day tom day cleanliness of the boat hull, engine and boat machineries;
- v. To carry out paint touch-ups on corroded parts;
- vi. To perform dock duties as assigned by captain or engineer while on dock; and
- vii. To ensure availability of cleaning materials and provisions on the boat.

7.0.2 QUALIFICATION AND EXPERIENCE

Holders of Form IV Certificate plus possession of the Mandatory Certificates in either Survival at Sea, First Aid, Fire fighting, EDH, rating certificate or relevant courses in swimming or deep sea diving and customs issues.

7.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

8.0 ICT OFFICER II- DATABASE ADMINISTRATOR (01- POST)

8.0.1 DUTIES AND RESPONSIBILITIES

- i. Architecture, Designs, develops, implements both logical and physical Database;

- ii. Develop back and front-end connectivity;
- iii. Implement security policy and access control;
- iv. Maintain physical organization of database objects;
- v. Provide Database Client and User Services;
- vi. Monitor the database performance and evaluate complex information coming from a variety of sources;
- vii. Work on teams and must be able to communicate effectively with managers, developers, and end users;
- viii. Execute pre-defined standards for operating procedures and the required database monitoring activities;
- ix. Maintain databases operations in line with the established common ICT architecture;
- x. Implement the escalated System Databases related problems and their root causes and provide timely resolution to prevent recurring incidents;
- xi. Provide optimum service delivery in a cost-effective way;
- xii. Maintain databases operations performance to meet Authority needs and expectations;
- xiii. Maintain and protect system databases related assets through their life cycle; and
- xiv. Perform any other related duties assigned by the Supervisor.

8.0.2 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Network Administration, Database Administration, or equivalent qualifications from recognized Institutions.

8.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

9.0 PROCUREMENT AND SUPPLIES OFFICER II (SUPPLIES OFFICER II)- (01 POST)

9.0.1 DUTIES AND RESPONSIBILITIES

- i. To identify stock item requirements for placement of orders;
- ii. To seek approval to purchase the identified requirements;
- iii. To prepare requests for quotations;
- iv. To receive and analyse quotations and recommend awards of tenders;
- v. To prepare and draft contracts or LPOs to approved bidders;
- vi. To make follow upon orders for timely delivery;
- vii. To receive, inspect and issue goods to user departments;
- viii. To receive, match and submit documents of goods delivered for payment;
- ix. To assist in preparation for stock taking;
- x. To supervise cleanliness and arrangement for safe keeping;
- xi. To participate in preparation of monthly, quarterly and annual reports; and
- xii. To perform any other related duties assigned by the supervisor.

9.0.2 QUALIFICATION AND EXPERIENCE

Holders of Bachelor Degree or Advanced Diploma in one of the following fields; Procurement and Supplies Management, Materials Management, Logistics Management, Business Administration (specializing in Procurement and Supplies) or equivalent qualifications from recognized institution.

9.0.3 REMUNERATION

Attractive remuneration package in accordance with the institutions salary scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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 language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
- xiv. **Deadline for application is 29th May, 2020;**
- xv. Only short listed 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