

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/225

16<sup>th</sup> February, 2023

### VACANCY ANNOUNCEMENT

On behalf of the Universal Communications Service Access Fund (UCSAF), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill twelve (12) vacant posts mentioned below.

#### **1.0 UNIVERSAL COMMUNICATIONS SERVICE ACCESS FUND (UCSAF)**

The Universal Communications Service Access Fund (UCSAF) was established under the Universal Communications Service Access Act; Cap 422 which was assented by the President of the United Republic of Tanzania in January 2007. Under the Act, the Minister responsible for communications published Regulations that came into force in April 2009 to govern the operations. UCSAF's initial operations started in July 2009.

##### **1.0.1 SENIOR OPERATIONS ENGINEER II - 1 POST**

##### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To assist the supervision of project implementation in assigned areas;
- ii. To assist the development of options for best execution of intervention programs in identified project areas with appropriate mechanisms and technologies for interventions in the specific areas;
- iii. To assist the supervision of short-term Project Managers who are contracted to supervise large-scale financial projects;

- iv. To assist the supervision Project Implementation done by other parties;
- v. To assist the development of progress report as an input information for monitoring project implementation progress from time to time;
- vi. To drive initiatives to reduce manual efforts through automation and process improvement in the Fund;
- vii. To assist in the tendering process for approved programs of project implementation;
- viii. To conduct field study project areas to determine the level of quality for service provision in commissioned project areas in line to the relevant technologies and determine deficiencies requiring rectification; and
- ix. To carry out any other duties as assigned from time to time by the supervisor.

### **1.0.3 QUALIFICATION AND EXPERIENCE**

Holder of Degree in ICT with specialization in Telecommunication, Electronics and Communication, Information Technology or Computer Engineering plus minimum of six (6) years post registration experience in Telecommunications, Electronics and Communication Industry.

**1.0.4 REMUNIRATION:** attractive and competitive remuneration packages consistent with UCSAF remuneration policy.

### **1.0.5 SENIOR FINANCE OFFICER II - 3 POSTS**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To make the register of cash receipts on a daily basis;
- ii. To keep weekly and monthly cash books summary of all revenue receipts;
- iii. To collaborate with responsible human resource officer in managing and administering the payroll of the Fund;
- iv. To prepare bank reconciliation statements and prepare list of un-presented cheques or un-updated receipts from bank to determine errors that may occur from the Fund's accounting system or banks maintaining its accounts;
- v. To prepare monthly management accounts and draft annual financial statements and get review by supervisor;
- vi. To prepare financial reports at intervals and prescribed in the Financial Regulations and Accounting Manual of the Fund;
- vii. To make an account of the Petty Cash Fund and ensure timely replenishment in line to the Fund's requirements;

- viii. To check postings of the items on the Fund's accounting system; and
- ix. To carry out any other duties as assigned from time to time by the supervisor.

### **1.0.7 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields; Accounting, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institution plus CPA (T), or ACCA, or ACA, or equivalent from recognized Institutions and registered with NBAA as Certified Public Accountant. Must have knowledge of ICT applications including MS-Office and Accounting Packages. Minimum of six (6) years relevant work experience in accounting and finance.

**1.0.8 REMUNIRATION:** attractive and competitive remuneration packages consistent with UCSAF remuneration policy.

### **1.0.9 OPERATIONS ENGINEER II - 6 POSTS**

#### **1.0.10 DUTIES AND RESPONSIBILITIES**

- i. To operationalize the implementation of planned projects in consideration of the set milestones and availability of financial resources;
- ii. To manage the successful closure of projects;
- iii. To support the supervision consultants who support project implementation;
- iv. To supervise short-term Project Managers who are contracted to supervise large-scale financial projects;
- v. To assist to supervise Project Implementation done by other parties;
- vi. To monitor project implementation progress from time to time;
- vii. To drive initiatives to reduce manual efforts through automation and process improvement in the Fund;
- viii. To assist in analyzing project areas using GIS System and other relevant tools;
- ix. To perform routine system administration for all information systems used in the Fund;
- x. To perform planned and unplanned maintenance of the Fund's systems;
- xi. To execute disaster recovery plans of the Fund as updated from time to time; and
- xii. To carry out any other duties as assigned from time to time by the supervisor.

### **1.0.11 QUALIFICATION AND EXPERIENCE**

Degree in ICT with specialization in Telecommunication, Electronics and Communication, Information Technology or Computer Engineering. Must be a registered Engineer with ERB or equivalent body.

**1.0.12 REMUNIRATION:** attractive and competitive remuneration packages consistent with UCSAF remuneration policy.

### **1.0.13 RECEPTIONIST I - 1 POST**

#### **1.0.14 DUTIES AND RESPONSIBILITIES**

- i. To arrange and coordinate schedule of confirmed appointments within and outside the organization in collaboration with relevant officer;
- ii. To ensure that update and accurate record of office visitors is maintained for use by the Management;
- iii. To ensure the proper and economic use of office telephone lines by registering all use of outgoing calls with laid down control procedures;
- iv. To maintain a register of incoming calls and ensure that no call is missed;
- v. To carry out any other duties as assigned from time to time by the supervisor.

### **1.0.15 QUALIFICATION AND EXPERIENCE**

Holder of form IV secondary education certificate with passes in English and Kiswahili plus training in Reception and switchboard operations from a recognized institution, with computer knowledge in office application. Applicant must have minimum of six (6) years relevant work experience as receptionist.

**1.0.16 REMUNIRATION:** attractive and competitive remuneration packages consistent with UCSAF remuneration policy.

### **1.0.16 DRIVER I - 1 POST**

#### **1.0.17 DUTIES AND RESPONSIBILITIES**

- i. To make requisition of fuel, refill the vehicles and account for fuel consumption through logbook;
- ii. To drive the Fund's vehicles to safely according to the traffic regulations;
- iii. To perform messenger's responsibilities for collecting letters from outside the office, delivering letters and parcels as directed by supervisor;

- iv. To keep the vehicle under his/her custody clean and ensure safety;
- v. To initiate maintenance of vehicles and report defaults with the car; and
- vi. To carry out any other duties as assigned from time to time by the supervisor.

#### **1.0.18 QUALIFICATION AND EXPERIENCE**

Holder of IV certificate with class C driving license and a trade test grade II in auto mechanics from recognized Institution plus minimum of six (6) years working experience of safe driving.

**1.0.19 REMUNIRATION:** attractive and competitive remuneration packages consistent with UCSAF remuneration policy.

#### **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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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 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 in either Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is 02 **March, 2023**;
- 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**