

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF AGRICULTURE  
TANZANIA TOBACCO BOARD



*In reply please quote:*

**Ref. No.** FA.09/274/01/03

**Date:** 22<sup>nd</sup> March 2023

**RE: TRANSFER VACANCIES**

The Tanzania Tobacco Board (TTB) was established through the Tanzania Tobacco Industry Act. No. 24/2011. Tanzania Tobacco Board is responsible for regulating and Coordinating activities necessary, advantages or proper for benefit of tobacco industry.

Tanzania Tobacco Board is inviting suitable and qualified Public Servants who wish to be transferred to TTB to apply for the following vacancies.

**1. Post title:            Driver I (4 posts)**

**Salary scale:** TBGS 3

**Duty station:** TTB offices

**Report to:** Director of Administration and Human Resource

**Qualifications:**

Holder of Form IV Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution. The candidate must have driving experience of at least one year without causing an accident.

**Duties and Responsibilities**

- (a) To drive vehicles towards approved destinations and in accordance with traffic regulations;
- (b) To undertake minor mechanical repairs,
- (c) To take vehicles due for routine maintenance/repair to the appointed service agent;
- (d) To maintain motor vehicle log books;
- (e) To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- (f) To carryout vehicle cleanliness;
- (g) To report promptly accidents or incidents involving the vehicles to the relevant Board; and
- (h) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

**2. Post title:** Legal Officer II (1 post)

**Salary scale:** TBGS 5

**Duty station:** TTB Head Office

**Reports to:** Head of Legal Unit

**Qualifications:**

Holder of Bachelor Degree in Law (L.L.B) or equivalent qualifications from recognized Institution and must successfully completed Postgraduate Diploma in law from Law school of Tanzania or attended One (1) Year Internship

**Duties and Responsibilities:**

- (a) To compile evidence relevant for court cases;
- (b) To keep and up-date register of court cases and contracts;
- (c) To compile evidence relevant for court cases involving the Board;
- (d) To assist in taking charge of documents and correspondences of already assigned case;
- (e) To assist in dealing with legal routine correspondences addressed to Board;
- (f) To assist in administering compliance to the terms of agreements and contracts;
- (g) To compile a list of amended legislations, regulations and rules;
- (h) To maintain an updated database of court decisions; and
- (i) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

**3. Post title:** Office Assistant (1 post)

**Salary scale:** TBGS 1

**Duty station:** TTB Office

**Report:** Director of Administration and Human Resource

**Qualifications:**

Holder of Form IV Certificate with passes in English and Kiswahili.

**Duties and responsibilities**

- (a) To carryout office cleaning;
- (b) To prepare office tea/coffee and refreshments for office use and during meetings;
- (c) To assist in photocopying, binding and arranging documents;
- (d) To distribute files and other documents;
- (e) To collect letters from the Post Office;
- (f) To assist in guiding or directing office visitors; and
- (g) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

**4. Post title:** Planning Officer I (1 post)

**Salary scale:** TBGS 5

**Duty station:** TTB Head Office

**Report:** Director of Finance

**Qualifications:**

Holder of Bachelor Degree in one of the following fields; Economics, Agricultural Economics, Statistics, Project Planning and Management, Policy Planning, Development Economics, Development Finance and Investment Planning or equivalent qualifications from any recognized University/Institution with working experience of at least four (4) years in related field.

**Duties and responsibilities**

- (a) To participate in the preparation of strategic Plans;
- (b) To collect and assist in analyzing data for policy preparation.
- (c) To assist in conducting analysis on trend of tobacco production
- (d) To participate in preparation of periodic reports;
- (e) To assist in preparation of basic statistical and management reports;
- (f) To participate in the preparation Board's action plan;
- (g) To participate in developing strategies for improving performance;
- (h) To participate in harmonizing Board's plan with Sector Policies; and
- (i) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

**5. Post title:** Records Management Assistant II (4 posts)

**Duty station:** TTB Head Office

**Salary scale:** TBGS 2

**Report:** Director of Administration and Human Resource

**Qualification:**

Holder of Certificate in one of the following fields: Records Management, Archives Management, or equivalent qualifications from recognized institution.

**Duties and responsibilities**

- (a) To maintain all records of files movements;
- (b) To open new files and closes old ones in accordance with established systems and procedures;
- (c) To ensure smooth movement of files between the registries and operating officers;
- (d) To ensure that all urgent correspondences are dealt with immediately or on the indicated dates;
- (e) To ensure that all outgoing correspondences are correctly addressed, referenced, signed and delivered in time;
- (f) To ensure that all incoming official mail is correctly opened, sorted out, filed, cross-referenced and directed/ marked to the right operating member of staff;

- (g) To ensure safe custody of file and other documents and that the registry is only accessible by authorized persons; and
- (h) To perform any other duties and responsibilities as may be assigned by immediate supervisor.

**6. Post title: Information Communication Technology Officer II (1 post)**

**Duty station:** TTB Head Office

**Salary scale:** TBGS 5

**Report:** Head of ICT Unit

**Qualification:**

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, or equivalent qualification from a recognized University/Institution.

**Duties and responsibilities**

- (a) To support repair and maintenance of Tobacco Board computer hardware;
- (b) To assist in the upkeep of network infrastructure;
- (c) To assist in maintaining of documentation of network cabling systems;
- (d) To provide front line network support, troubleshooting and network diagnosis;
- (e) To carry out installation, configuration and management of ICT software and hardware;
- (f) To provide general ICT support to staff; and
- (g) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

**7. Post title: Senior Internal Auditor I (1 post)**

**Duty station:** TTB Head Office

**Salary scale:** TBGS 8

**Report:** Chief Internal Auditor

**Qualification:**

Holder of Bachelor Degree in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized Institution and must possess CPA (T), ACCA or equivalent professional qualifications recognized by NBAA with working experience of at least seven (7) years in related field.

**Duties and responsibilities**

- (a) To provide audit technical advice;
- (b) To ascertain the compliance of financial regulations;
- (c) To monitor periodical Audit Reports;
- (d) To carry out special audit investigations;
- (e) To ascertain the authenticity of the internal financial statements;

- (f) To advise on audit guidance and recommend on proper internal control systems;
- (g) To assist the management in the implementation of recommendations made by the CAG;
- (h) To prepare internal audit programs in accordance with generally accepted audit standards;
- (i) To conduct both special investigation and internal audit and identify control weaknesses in business systems, vulnerable areas and recommends remedial action; and
- (j) To perform any other duties related to as may be assigned time to time by the Immediate Supe

**8. Post title: Personal Secretary II (4 posts)**

**Duty station:** TTB Head Office

**Salary scale:** TBGS 2

**Report:** Director of Administration and Human Resource

**Qualification:**

Holder of National Form IV/VI Certificate PLUS Certificate in Secretarial Studies Stage III. Must have Passed shorthand and hatimkato 80 w.p.m with a certificate in computers with windows, Microsoft office, internet, e-mail and publisher from a recognised institutions.

**Duties and responsibilities**

- (a) To file copies of typed letters in relevant files;
- (b) To type letters, minutes, circulars and all documents required for the day to day running of the Institute's affairs;
- (c) To maintain a diary of appointments for the executives and informs/reminds them of appointments;
- (d) To receive telephone calls and books outgoing telephones as required;
- (e) To file and index office documents and correspondences;
- (f) To handle incoming mails for personal attention of the relevant executive and distributes the same;
- (g) To follow up outstanding correspondences;
- (h) To receive visitors, ascertains the nature of their business and relays information to the executive concerned;
- (i) To keep classified documents and information in confidence; and
- (j) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

**9. Post title:** Accountant II (1 post)

**Duty station:** TTB Head Office

**Salary scale:** TBGS 5

**Report:** Director of Finance

**Qualification:**

Holder of Bachelor Degree in one of the following fields: Accountancy, Finance, Commerce or Business Administration (Majoring in Accountancy or Finance) or its equivalent from any recognized Institution. The candidate must possess CPA (T), ACCA or equivalent professional qualification recognized by NBAA.

**Duties and responsibilities:**

- (a) To prepare accounts documentation;
- (b) To dispatch voucher lists to Head of sections;
- (c) To make batching of payment vouchers as per Cashbook;
- (d) To keep batches of Payment Voucher, Cashbook and Exchequer Receipt Vouchers;
- (e) To maintain Petty Cashbook and Register;
- (f) To maintain incoming and outgoing cheque register;
- (g) To assist in preparation of financial reports;
- (h) To assist in preparation of pay roll computations and reports;
- (i) To assist in carrying out regular bank reconciliation; and
- (j) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

**10. Post title:** Senior Accountant II (2 posts)

**Duty station:** TTB Head Office

**Salary scale:** TBGS 8

**Report:** Director of Finance

**Qualification:**

Holder of Bachelor Degree in one of the following fields: Accountancy, Finance, Commerce or Business Administration (Majoring in Accountancy or Finance) or equivalent qualification from a recognized Institution. The candidate must possess ACCA/CPA and registered with NBAA as Certified Public Accountant with at least seven (7) years working experience in related fields.

**Duties and responsibilities**

- (a) To prepare accounting systems;
- (b) To check accuracy of financial reports;
- (c) To analyze and recommend on the Financial and management reports on budget, income and expenditure;
- (d) To verify accounts receivables and payables;
- (e) To prepare Fixed Assets Register;

- (f) To cross check cheque list against voucher list;
- (g) To control and monitor expenditure;
- (h) To respond to Audit queries;
- (i) To monitor and control corporate plan and budget;
- (j) To prepare and update payroll and data sheet;
- (k) To prepare debtors and creditors accounts;
- (l) To prepare Financial Regulations and Accounting Manual and recommend amendments for improvement; and
- (m) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor

**11. Post title:** Senior Supplies Officer I (1 post)

**Duty station:** TTB Head Office

**Salary scale:** TBGS 7

**Report:** Head of Procurement Unit

**Qualification:**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Material Management, Commerce or Business Administration majoring in Procurement and Supplies Management, Logistics Management or equivalent qualifications from recognized institutions with working experience of at least ten (10) years in related field. Must also be a Holder of Certified Procurement and Supplies Professional (CPSP) or its equivalent and is registered by PSPTB in the Category of Approved Procurement and Supplies Professional.

**Duties and responsibilities**

- (a) To manage and maintain special goods;
- (b) To supervise timely delivery of goods and services;
- (c) To conduct research on supplies system;
- (d) To keep records and a list of users and suppliers for the government uses;
- (e) To assist in coordinating supplies activities;
- (f) To prepare a procurement plan;
- (g) To conduct analysis of schedule of requirements;
- (h) To prepare reports in accordance with existing procedures; and
- (i) To perform any other duties related to as may be assigned time to time by the Immediate Supervisor.

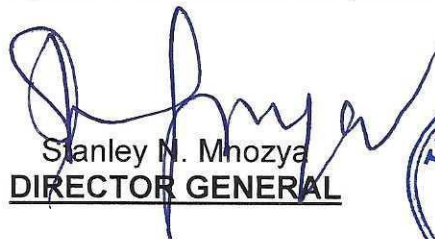
## Mode of Application:

Any interested Public Servants may apply and the application must fulfill the following:-

- (i) Submit application letter with detailed curriculum Vitae indicating names, telephone number an email address.
- (ii) Submit Certified copies of certificates
- (iii) Submit one Passport size photo and contracts of three referees.
- (iv) Applicants must channel their application letters through their respective employers. Failure to do so will lead to automatic disqualification.
- (v) Transfer is not a promotion, therefore applicants should apply for the position they are currently holding and must state their check numbers.
- (vi) Only successful candidates will be contacted for further procedures.
- (vii) The Authority will cover the transfer costs for those applicants who will be successful to the transfer process to TTB.
- (viii) The applicant who will submit his/her application through e-mail address provided bellow should attach all necessary attachments as one document, preferably in PDF format, and .
- (ix) Applicants should indicate their willingness and commitment to cover all the costs will be incurred in the process of acquiring the position applied for.
- (x) Interested applicants should make sure their application reach to us by 6<sup>th</sup> April, 2023 through e-mail [info@tobaccoboard.go.tz](mailto:info@tobaccoboard.go.tz), or to the following address

Director General,  
Tanzania Tobacco Board,  
5 Kihonda Maghorofani – Bima Road,  
P.O. Box 227,  
**67128 MOROGORO.**

**N:B** For any enquires please contact Mobile phone No: 0788127575

  
Stanley N. Mhozya  
**DIRECTOR GENERAL**

