

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/A/325

30th June, 2023

TRANSFER VACANCY ANNOUNCEMENT

On behalf of Kilimanjaro Airports Development Company Limited (KADCO), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill seven (7) transfers' vacant posts as mentioned below;

1.0. KILIMANJARO AIRPORTS DEVELOPMENT COMPANY LIMITED (KADCO)

Kilimanjaro Airports Development Company Limited (KADCO) is a Government owned Company, having perpetual succession and a common seal charged with the responsibilities of operating, managing and developing the Kilimanjaro International Airport and its facilities. The Company was established through the Companies Act, Cap. 212 with Certificate of Incorporation dated 11th March, 1998 under PPP model. In 2010, the Government of Tanzania acquired all Company shares and become the sole owner of the Company.

1.1 SENIOR CIVIL ENGINEER II - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in providing oversight including prioritizing resource allocations and coordinating the capital planning approval processes;
- ii. To assist in setting standards and design specifications for civil engineering infrastructures, buildings and facilities;
- iii. To implement maintenance plans as per established procedures and ensure that they are within the required standards;
- iv. To plan and monitor development projects and prepare technical reports;
- v. To monitor financial progress of projects and ensure that quality standards are met and analyze divergence /variances;
- vi. To assist in preparing costs estimates and specifications including design of runways, taxiways, apron, access and link roads, airport buildings; working with other members of the team as required, including electrical engineers;
- vii. To prepare contract documents for maintenance and development of airport works in liaison with the Procurement Management Unit;
- viii. To participate in the preparation of annual Departmental budget;

- ix. To participate in contract negotiations, supervision of maintenance, design and construction activities and report the progress to the principal engineer in charge;
- x. To undertake designs in accordance with the requirements and relevant design standards to achieve cost effective solutions; and
- xi. To assist in the development and supervision of team members;

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in Civil Engineering, or equivalent qualifications from a recognized Institution.
- Must have working experience of at least seven (7) years in relevant field.
- Must be registered by the Engineers Registration Board (ERB) as a Professional Engineer.

1.1.3 SALARY SCALE: KADCOS 7

1.1.4 SENIOR ELECTRICAL ENGINEER II – 1 POST

1.1.5 DUTIES AND RESPONSIBILITIES

- i. To assist in the development of technical documents, proposals, and presentations to clients;
- ii. To coordinate project designs with other disciplines to determine equipment needs, implement operating procedures, resolve system malfunctions, and provide technical information;
- iii. To evaluate the work of technical staff and provide feedback and/or corrections based on client needs;
- iv. To oversee installation, operation, maintenance and repair to ensure that machines and equipments are installed and functioning properly;
- v. To participate with engineering staff in project design and estimation, from concept studies to detailed engineering and technical support during construction and commissioning;
- vi. To provide quality control for design related project procedures, processes and standards;
- vii. To prepare preventive maintenance schedule and to make sure it is implemented accordingly; and
- viii. To review bid analysis and make recommendations;

1.1.6 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in Electrical Engineering, or equivalent qualifications from a recognized Institution.
- Must have working experience of at least seven (7) years in relevant field.
- Must be registered by the Engineers Registration Board (ERB) as a Professional Engineer.

1.1.7 SALARY SCALE: KADCOS 7

1.1.8 SENIOR ICT OFFICER II (SYSTEM DEVELOPER) – 1 POST

1.1.9 DUTIES AND RESPONSIBILITIES

- i. To develop software on given requirements;
- ii. To design algorithms and flowcharts of various applications;
- iii. To produce clean, efficient code based on specifications;
- iv. To integrate software components and third party programs;
- v. To verify and deploy programs and systems;
- vi. To troubleshoot, debug and upgrade existing software as necessary;
- vii. To gather and evaluate user feedback;
- viii. To recommend and execute improvements;
- ix. To create technical documentations for reference and reporting;
- x. To test and maintain software products to ensure strong functionality and optimization;
- xi. To design, develop and deploy websites;
- xii. To update and manage website;
- xiii. To configure and manage website and application servers;
- xiv. To publish information to the website as per website policy;
- xv. To implement security policy for website and unified communication;
- xvi. To facilitate the website content authors accessibility and contents standards;
- xvii. To perform day to day backups and restorations of websites systems and contents;
- xviii. To develop Website architecture, application models and user interface specifications;
- xix. To prepare functional, content, testing and technical specifications,
- xx. To prepare websites statistics reports for management;
- xxi. To advise on the technical and design aspects of websites development and unified communication system;
- xxii. To design website architecture, application models and user interface specifications;
- xxiii. To oversee management of web servers and website content;
- xxiv. To oversee selection of appropriate technologies to support website based media;
- xxv. To oversee production of media and layout elements and writing of applicable code;
- xxvi. To prepare functional, content, testing and technical specifications; and
- xxvii. To review technical considerations and constraints in website management;

1.1.10 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in Computer Science, Computer Engineering and Information Communication Technology, or equivalent qualifications from a recognized Institution.
- Must have working experience of at least seven (7) years in relevant field.

1.1.11 Salary Scale: KADCOS 7

1.1.12 SENIOR ACCOUNTS OFFICER II- 1 POST

1.1.13 DUTIES AND RESPONSIBILITIES

- i. To prepare regular reports on revenue and expenditures;
- ii. To prepare monthly accounts reconciliations;
- iii. To assist with analyzing financial statements on a monthly basis and report on variances;
- iv. To assist with preparing tax returns and corporate reports;
- v. To assist in documentation and monitoring of internal controls;
- vi. To prepare and record assets, liability, revenue and expenses entries by compiling and analyzing accounting information;
- vii. To maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies;
- viii. To protect organization values by keeping information confidential;
- ix. To review and recommend a variety of general accounting transactions; and
- x. To provide recommendations on the improvement to established accounting policies and procedures.

1.1.14 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Commerce ,Business Administration (Majoring in Accountancy/Finance) or Intermediate Certificate (Module D) offered by NBAA or equivalent qualifications from a recognized institution.
- Must have working experience of at least seven (7) years in relevant field.
- Must have knowledge in the application of accounting software packages.

1.1.15 Salary Scale: KADCOS 6

1.1.16 PRINCIPAL PUBLIC RELATIONS OFFICER II- 1 POST

1.1.17 DUTIES AND RESPONSIBILITIES

- i. To coordinate preparation and execution of KADCO publicity strategies and promotional campaigns;
- ii. To analyse media coverage;
- iii. To develop and implement communication strategies for KADCO;
- iv. To participate in the development of KADCO business strategies;
- v. To write press releases, speeches, prepare visual aids and make public presentations;
- vi. To coordinate production of visual, audio and electronic material, including managing websites;
- vii. To coordinate promotional events such as press conferences, open days, exhibitions, tours and visits;
- viii. To plan and organize exhibitions, indoor shows and trade fairs;
- ix. To plan and organize opinion research among customers so as to determine their reaction to the KADCO policies and services and report the same to the Management;

- x. To prepare advertising programs for attracting and satisfying customers;
- xi. To prepare leaflets of developments for KADCO; and
- xii. To handle customer queries and complaints;

1.1.18 QUALIFICATIONS AND EXPERIENCE

- Holder of Master's Degree in Mass Communications, Journalism, Public Relations or equivalent qualification from a recognized institution
- Must have working experience of at least thirteen (13) years in related field.
- Must be computer literate.

1.1.19 Salary Scale: KADCOS 8

1.1.20 SENIOR ECONOMIST II- 1 POST

1.1.21 DUTIES AND RESPONSIBILITIES

- i. To participate in preparation of KADCO plans and budgets;
- ii. To carry out periodical monitoring and evaluation of the performance Company's projects;
- iii. To coordinate monitoring and evaluation of KADCO plans;
- iv. To devise methods and procedures for obtaining data;
- v. To monitor and forecast KADCO economic performance;
- vi. To make various presentations of KADCO economic performance and trends; and
- vii. To undertake relevant research and write reports;

1.1.22 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Economics, Agricultural Economics, Statistics or equivalent qualifications from recognized Institution
- Must have working experience of at least seven (7) years' in the field.

1.1.23 Salary Scale: KADCOS 6

1.1.24 SENIOR PROCUREMENT OFFICER II - 1 POST

1.1.25 DUTIES AND RESPONSIBILITIES

- i. To receive and issue materials;
- ii. To raise requisitions for purchases;
- iii. To make follow-up on orders and ascertains delivery in time;
- iv. To make follow-up on requisitions for purchases;
- v. To make follow-up and purchases requisitioned items;
- vi. To maintain store records;
- vii. To collect relevant data for the computation of stock order points and economic quantity levels;
- viii. To check transactions in stores accounting documents and registers;
- ix. To receive and issue vouchers, delivery notes and invoices;

- x. To prepare purchase requisitions/orders upon approval by supervisor;
- xi. To analyse and compute stock re-order levels and economics order quantities;
and
- xii. To train junior staff and trainees;

1.1.26 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor Degree in Procurement, Procurement and Supplies Management, Logistics Management, Supply Chain Management, Materials Management, Commerce or Business Administration majoring in Procurement and Supplies Management or equivalent qualifications from recognized Institution.
- Must have working experience of at least seven (7) years in relevant field in a reputable organization.
- The candidate must possess CPSP, CSP or equivalent and
- Must be registered with Procurement and Supplies Professionals and Technicians Board (PSPTB) as Certified Procurement and Supplies Officer.

1.1.27 Salary Scale: KADCOS 6

GENERAL CONDITIONS

- i. **All applicants must be Citizens of Tanzania who are working in the Public Service;**
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;

- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. All applicants must route their application letters through their respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. **A signed** application letters should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma (UDOM), Utumishi Building/Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **13th July , 2023**;
- xv. Only short listed candidates will be informed on a date for interview if any;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;
- xvii. Applicants should indicate their commitment to cover transfer costs.

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**