

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

## VACANCY ANNOUNCEMENT

**Kumb.Na.9/259/01/A/335**

**12<sup>th</sup> July, 2023**

On behalf of the Tanzania Insurance Regulatory Authority (TIRA), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill four **(4)** vacant posts mentioned below.

### **1.0 TANZANIA INSURANCE REGULATORY AUTHORITY (TIRA)**

Tanzania Insurance Regulatory Authority (TIRA) was established under the Ministry of Finance by the Insurance Act No.10 of 2009 and became operational in 2009. The Authority was established as part of the efforts by the government to strengthen the institutional infrastructure of the insurance industry sector as part of the economy. Specifically, TIRA was mandated to specify the code of conduct for Members of the insurance industry, effect supervision and monitoring of insurers, brokers and agents, formulate standards in the conduct of the business of insurance which shall be observed by insurers, brokers and agents, ensure proper observance of the code of ethics and practice by insurers, brokers and agents; protect the interest of policy-holder, specify requisite qualifications for Members of the insurance industry and prescribe levies on premiums and commissions to ensure adequate funding for the Authority.

### **1.1 LEGAL OFFICER GRADE II – 2 POSTS**

#### **1.1.1 DUTIES AND RESPONSIBILITIES**

#### **1.1.2 GENERAL DUTIES**

- i. To submit and collect Court documents;
- ii. To prepare legal briefs on insurance related matters;
- iii. To update all registers maintained by the Directorates;
- iv. To handle all legal routines correspondences addressed to the Authority;

- v. To provide legal opinions in relation to Authority's functions;
- vi. To draft prescribed internal legal documents, contracts and documents and forms; and
- vii. To perform any other duties as may be assigned by the supervisor

### **1.1.3 SPECIFIC DUTIES**

#### **1.1.4 LEGAL COMPLIANCE AND COMPLAINTS**

- i. To draft legal documents, prosecute or defend cases in which the Authority is involved;
- ii. To assist in the interpretation of laws, government circulars and directives;
- iii. To conduct research and write legal opinions;
- iv. To compile evidence relevant to Court cases involving the Authority
- v. To file and appear for proceedings in Courts;
- vi. To assist in administering compliance to the terms of agreements and contracts;
- vii. To compile a list of amended legislations, regulations and rules;
- viii. To maintain an updated database of Court decisions; and
- ix. To perform any other duties as may be assigned by the supervisor.

#### **1.1.5 QUALIFICATIONS AND EXPERIENCES**

Holder of Bachelor Degree in Law (LLB) from recognized Institutions and must have attended and passed Internship or Law School of Tanzania.

#### **1.1.6 Salary Scale: TIRAS 5**

#### **1.1.7 INSURANCE OFFICER GRADE II- 2 POSTS**

#### **1.1.8 DUTIES AND RESPONSIBILITIES**

- i. To receive and process applications for registration and renewal of registration certificates;
- ii. To collect and tabulate statistical data on registration of players;
- iii. To analyze applications for registration and renewals for intermediaries and other service providers in line with prescribed requirements;
- iv. To study and analyze new insurance products to be offered in the market;
- v. To attend to enquiries from the public or insurance players relating to registration requirements and other related insurance matters;
- vi. To participate in regular inspections; and
- vii. To perform any other duties as may be assigned by the supervisor.

#### **1.1.9 QUALIFICATION AND EXPERIENCES**

Holder of a Bachelor Degree/Advanced Diploma in Insurance or Insurance and Risk Management or any other related qualification from a recognized Institution.

#### **1.1.10 Salary Scale: TIRAS 4**

## 2.0 GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania with an age not above 45 years 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;**
- 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. An applicant employed in the Public Service should route his application letter through his 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xv. Deadline for application is **23<sup>rd</sup> July, 2023;**
- xvi. Only short listed candidates will be informed on a date for interview and;

xvii. 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**