

THE UNITED REPUBLIC OF TANZANIA

PRIME MINISTER'S OFFICE

LABOUR, YOUTH, EMPLOYEMNT AND PERSONS WITH DISABILITY

NATIONAL SOCIAL SECURITY FUND



INTERNAL VACANCY ANNOUNCEMENT

National Social Security Fund (NSSF) as part of our commitment to encourage growth and development within the Fund, we are excited to announce 392 internal job opportunities available for all Fund's employees with specific task contracts. **Only candidates who are in specific task contract term within the Fund should apply.**

The Fund encourages employees, both male and female, who believe have the skills and qualification needed for any of the listed job opportunities to apply. The candidates will be selected from the list of the self-driven and qualified professionals with high level of integrity.

1.0 NATIONAL SOCIAL SECURITY FUND (NSSF)

The National Social Security Fund as per 2018 social security sector reforms, was established under National Social Security Fund (NSSF) Act No. 2 of 2018 [CAP. 50. R. E, 2018]. The Fund is mandated to cover members engaged in the private and informal sectors.

1.1 COMPLIANCE OFFICER II 208 Posts

1.1.1 DUTIES AND RESPONSIBILITIES

Inspection

- i. To attend queries in relation to members' statements, compliance enforcement, penalties and erroneous contributions;
- ii. To conduct ad hoc inspection to any employer's premises for the purpose of establishing facts in relation to compliance queries submitted at Head Office;
- iii. To maintain all registers pertaining to operations department; and
- iv. To inspect employers through survey, follow-up and routine inspections with a view to ensuring compliance;
- v. To facilitate registration of new employers and members;
- vi. To clear delinquent cases i.e.
 - Dishonored cheques
 - Under/overpayments
 - Suspense cases
 - Manual checking
 - Undefined receipt;
- vii. To collect contributions and penalties from employers under his area of jurisdiction;
- viii. To distribute membership cards to the respective members;
- ix. To enroll SHIB;
- x. To maintain all registers pertaining to operations department;
- xi. To prepare individual inspectors' performance report on monthly basis;
- xii. To prepare monthly compliance reports for HQ;
- xiii. To analyse defaulters and forward them to DO for litigation; and
- xiv. To perform any such other related duties as may be assigned by supervisor.

Registration

- i. To issue registration forms to employers and members and instruct them on how to complete the form when required;
- ii. To perform registration of employers;
- iii. To perform registration of members and search valid number of members;

- iv. To dispatch membership cards to members;
- v. To issue forms for duplicating cards;
- vi. To prepare monthly registration report;
- vii. To clear all correspondences related to Registration;
- viii. To attend queries related to registration issues;
- ix. To verify and Dispatch completed NSSF/R.3A to MCR for custody; and
- x. To perform any other related duties as may be assigned by Supervisors from time to time.

Data Management

- i. To examine data integrity into system;
- ii. To verify and allocate contributions remitted to individual members' accounts as per amount paid and schedules submitted to the Fund
- iii. To examine monthly contribution remittances, identification of short and excess remittances and submitting the identified to respective department.
- iv. Identification of new members who are found in contributions schedule but not registered in the system and send them to respective department for registration.
- v. Responding to queries concerning members' data received through emails, letters, memo, customers' walk-ins etc.
- vi. To submit, weekly and monthly reports to Supervisor.
- vii. To capture contributions into respective member's accounts.
- viii. To perform any other related duties as may be assigned by Supervisors from time to time.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Social Security, Economics, Finance, Insurance, Marketing, Business Administration, Law (L.L.B), Industrial Relations or any other related qualifications from recognized institutions.

1.1.3 Salary Scale: NSSF 4

1.2 BENEFIT OFFICER II 56 Posts

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To ensure timely Registering/opening and processing benefit claims/files;
- ii. To timely attending of Customer issues;
- iii. To timely submission of periodic reports;
- iv. To prepare periodic reports relating to benefits Administration division;
- v. To undertake timely reconciliation of member's contribution;
- vi. To ensure proper maintenance of Benefit Records Performed Manual checking
- vii. To perform Manual Checking requested by other regions;
- viii. To prepare monthly report on cheques issued, claims lodged and activities done;
- ix. To prepare monthly report to be submitted to Head Office before 4th of the following months;
- x. To record all incoming and outgoing Benefit files; and
- xi. To perform any other related duties as may be assigned by supervisor from time to time.

Pension

- i. To ensure timely Registering/opening and processing benefit claims/files
- ii. To timely attending of Customer issues;
- iii. To timely submission of periodic reports;
- iv. To prepare periodic reports relating to benefits Administration division;
- v. To undertake timely reconciliation of member's contribution;
- vi. To ensure proper maintenance of Benefit Records Performed Manual checking;
- vii. To perform MC requested by other regions;
- viii. To prepare monthly report on cheques issued, claims lodged and activities done;
- ix. To prepare month report to be submitted to Head Office before 4th of the following months;
- x. To record all incoming and outgoing Benefit files; and
- xi. To perform any other related duties as may be assigned by the supervisor from time to time.

Short Term Benefit

- i. To receive and recording all incoming and outgoing benefit files;
- ii. To sort and distribute and dispatch them according to their place of destinations;
- iii. To support the processing of benefit by requesting previous paid files from other allocations;
- iv. To dispatch the paid files to Records Centre for custody;
- v. To attend to members' queries concerning benefit matters;
- vi. To adjust members' contributions data in the system;
- vii. To compile and prepare monthly benefit performance reports; and
- viii. To perform any other related duties as may be assigned by the supervisor from time to time.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Social Security, Sociology, Finance, Accounting, Law, Economics, Insurance, Business Administration, Medical Science, Industrial Relations or other related qualification from recognized institutions.

1.2.3 Salary Scale: NSSF 4

1.3 ASSISTANT BENEFIT OFFICER – 2 Posts

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the Register/open and process benefit claims/files;
- ii. To attend counter issue timely;
- iii. To ensure timely Dispatch Benefit files to other regions;
- iv. To maintenance of voucher control number register;
- v. To assist BPO in compiling periodic report;
- vi. To assist the BPO in undertaking timely reconciliation of member's contribution;
- vii. To make reconciliation of member's contributions;
- viii. To timely Recording of all incoming and outgoing Benefit files; and
- ix. To perform any other related duties as may be assigned by supervisor from time to time.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Social Security, Clinical, Sociology, Finance, Accounting, Law, Economics, Insurance, Business Administration, Industrial Relations or any other related qualifications from recognized institutions.

1.3.3 Salary Scale: NSSF 3

1.4 CUSTOMER SERVICE OFFICER 30 Posts

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To make timely attendance to Customer queries and complaint;
- ii. To provide timely and accurate response /information to Customer;
- iii. To maintain proper records on customer's/ members queries;
- iv. To make timely submission of member's customers reports;
- v. To make timely lodging Benefit claims;
- vi. To provide timely issuance membership statement;
- vii. To make timely preparation of periodic reports relating to Benefits Administration division; and
- viii. To perform any other related duties as may be assigned by the supervisor from time to time.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Social Security, Sociology, Marketing, Economics, Finance, Insurance, Business Administration or any other related qualifications from recognized institutions.

1.4.3 Salary Scale: NSSF 4

1.5 ASSISTANT CUSTOMER SERVICE OFFICER – 10 Posts

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in organizing events that involve international relations including sending or accepting invitations;

- ii. To assist in receiving and entertainment of Fund visitors;
- iii. To assist in making transportation arrangements including Visas, tickets, accommodation and any other travel documents;
- iv. To assist in Preparing travel package and travel health insurance;
- v. To receive external calls and directing them to appropriate host;
- vi. To receive and redirecting internal calls;
- vii. To keep call records; and
- viii. To perform any other duties assigned by supervisor from time to time.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Social Security, Sociology, Marketing, Economics, Finance, Insurance, Business Administration or any other related qualifications from recognized institutions.

1.5.3 Salary Scale: NSSF 3

1.6 ACCOUNTS OFFICER II – 20 Posts

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To examine validity and accuracy of the payment documents, tax invoices, and other supporting documents;
- ii. To create invoices into Accounting Software in relation to operational expenditure and capital expenditure;
- iii. To match purchase orders and invoices;
- iv. To maintain records of payable Accounts;
- v. To print payment vouchers for approved payments; and
- vi. To carry out any other related duties as assigned by Supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration (Majoring in Accountancy

or Finance) or Intermediate Certificate (Module D) recognized by NBAA or any other related qualifications from a recognized institution.

1.6.3 Salary Scale: NSSF 4

1.7 FINANCE OFFICER II – 2 Posts

1.7.1 DUTIES AND RESPONSIBILITIES

Budgeting

- i. To process development Funds to field offices;
- ii. To process refunds claims, request to field offices;
- iii. To prepare Warrant of Funds for field offices and Head offices directorates;
- iv. To participate in preparations of annual plan and budget Guidelines and ensure its distributions to respective users;
- v. To participate in preparations of quarterly, semi-annual and annual plan and budget performance evaluation reports;
- vi. To collect data for monthly cash flow reports;
- vii. To prepare Ministries various quarterly, semi-annually and annual reports;
- viii. To analyse of Government Budget inputs in to the Fund's Annual Plan and Budget; and
- ix. To perform any other related duties as may be assigned by supervisor from time to time.

Short Term

- i. To undergo short term investments activities in money market i.e. Investment in Treasury bills, Fixed Deposits and Commercial papers;
- ii. To prepare Bank quarterly financial analysis report for decision making;
- iii. To make follow ups to ensure funds invested are transferred at reasonable time;
- iv. To make follow-ups of certificated for funds invested with Financial Institutions;
- v. To ensure Investments certificates received are recorded to the investment status;
- vi. To ensure reminder letters are submitted to the Banks one week before maturity of the investment;

- vii. To ensure that invested funds are paid as per contractual tenor and required invested interest rates;
- viii. To keep record of maturity investments funds;
- ix. To maintain up-to-date records of short-term investment portfolio; and
- x. To perform any other related duties as may be assigned by supervisor from time to time.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Accountancy, Finance, Economics, Statistics, Banking, Business Administration/Commerce majoring in Accountancy or Finance or any other related qualifications from recognized Institutions.

1.7.3 Salary Scale: NSSF 4

1.8 INTERNAL AUDITOR II – 5 Posts

1.8.1 DUTIES AND RESPONSIBILITIES:

- i. To inspect recording of transactions in cash books and journals and verify transfer entries of ledgers and other operational costs;
- ii. To review measures for safeguarding assets and inventories;
- iii. To review recurrent and development expenditure against approved budget;
- iv. To conduct routine examination of accounting records in order to ascertain that the records are properly kept;
- v. To review compliance with the procurement Act, other related laws, regulations and advise accordingly;
- vi. To review operational performance of NSSF;
- vii. To review and verify bank reconciliation statements;
- viii. To prepare audit programs;
- ix. To prepare report on the audit findings; and
- x. To perform any other related duties as may be assigned by supervisor.

1.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Accountancy, Auditing, Finance, Commerce or Business Administration (majoring in Accountancy or Finance) or equivalent qualifications from any recognized University/Institution. The candidate must possess CPA (T), ACCA, ACA, CIA, or equivalent professional qualifications recognized by NBAA.

1.8.3 Salary Scale: NSSF 4

1.9 ICT OFFICER II – System Developer -5 Posts

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To design interactive applications based on deployment platform (e.g web, mobile etc);
- ii. To prepare functional and non-functional technical specifications;
- iii. To break down program specification into its simplest elements and translating this logic into a programming or scripting language;
- iv. To code, test, debug and install application programmes;
- v. To prepare program documentation;
- vi. To develop installation and upgrade guidelines as well as computer systems configurations;
- vii. To support system users for effective utilization of deployed systems;
- viii. To assist in Troubleshooting and resolving routine software applications problems; and
- ix. To perform any other related duty as may be assigned by the superior.

1.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering or any other related qualifications from recognized institutions.

1.9.3 Salary Scale NSSF 4

1.10 ICT OFFICER II – Network Management -2 Posts

1.10.1 DUTIES AND RESPONSIBILITIES

- i. To provide technical support related to the networks;
- ii. To maintain and repair of all networks managed by the NSSF;
- iii. To participate in designing and installation of networks and related accessories and equipment;
- iv. To maintain and repair of Network active and passive equipment;
- v. Troubleshoot all network related problems;
- vi. To undertake day to day management of LAN, wireless systems, telephone systems leased lines;
- vii. To document and communicate network related problems, solutions and the implementation process;
- viii. To assign network resources and user accounts;
- ix. To perform maintenance activities, systems backups and restore; and
- x. To perform any other related duty as may be assigned by his superior

1.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering or any other related qualifications from recognized institutions.

1.10.3 Salary Scale NSSF 4

1.11 ICT OFFICER II – Security and Standards -1 Posts

1.11.1 DUTIES AND RESPONSIBILITIES

- i. To participate in planning, design, development and implementation of ICT security policies, procedures, standards, guidelines, information security awareness programme and other requirement statements needed to support ICT security throughout the Government Network supported operations;
- ii. To participate in coordination integration of security into day to-day ICT operational activities including change management;
- iii. To Alert users on various security risks, threats and vulnerabilities;

- iv. To Participate in supporting and training users on computer and network security issues;
- v. To monitor compliance on Fund ICT policies and other issued guidelines related to ICT security from government agency;
- vi. Participate in conducting vulnerability assessment and coordinating Penetration testing for Fund system and infrastructure;
- vii. Review of user access rights, administrator's access rights and activities done by administrators and super users; and
- viii. To perform any other related duty as may be assigned by his superior.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering or any other related qualifications from recognized institutions.

1.11.3 Salary Scale NSSF 4

1.12 ICT OFFICER II – Database Administration – 2posts

1.12.1 DUTIES AND RESPONSIBILITIES

- i. To design, implement and test database;
- ii. To implement security and access control into database;
- iii. To participate in designing a variety of databases (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, etc.);
- iv. To participate in creating, overseeing, and/or assisting in the maintenance of a database reference materials library;
- v. To assist in the testing of application updates, enhancements and changes;
- vi. To troubleshoot and solving problems in database development; and
- vii. To perform any other related duty as may be assigned by the superior.

1.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering or any other related qualifications from recognized institutions.

1.12.3 Salary Scale NSSF 4

1.13 ICT OFFICER II – Systems Analysis - 1 Post

1.13.1 DUTIES AND RESPONSIBILITIES

- i. To define system and software application requirements;
- ii. To identify system platform, components and dependencies;
- iii. To examine software to ensure quality, reliability, and system security;
- iv. To identify and design solutions to meet user requirements;
- v. To assist in conducting user acceptance test;
- vi. To establish detailed program specification through discussion with system end users;
- vii. To perform systems testing (Software validation & verification) and document test results;
- viii. To participate in design review and provide input for user documentation;
- ix. To assist in capturing user requirements (Customer Requirement Specifications);
- x. To assist support staff in supporting and training end users;
- xi. To coordinate systems users and system developers; and
- xii. To perform any related other duty as may be assigned by his superior.

1.13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering or any other related qualifications from recognized institutions.

1.13.3. Salary Scale NSSF 4

1.14 ICT OFFICER II – Systems Administration -2 Posts

1.14.1 DUTIES AND RESPONSIBILITIES

- i. To Install and configure new hardware/software, remote administration, train and support end-users;
- ii. To apply operating system updates, and configuration changes;
- iii. To perform maintenance activities, systems backups and restore;
- iv. To administer servers, security systems, databases, business applications, tools, and manage user accounts;
- v. To Conduct system documentations;
- vi. To troubleshoot, document and communicate computer systems related problems and their solutions;
- vii. To run Implementation process;
- viii. To keep and update software and hardware inventory;
- ix. To participate in implementation of new solutions;
- x. To Implement disaster recovery in accordance with the ICT Business Continuity Plan and;
- xi. To perform any other related duty as may be assigned by his superior.

1.14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Computer Science, Information Technology, Computer Engineering or any other related qualifications from recognized institutions.

1.14.3 Salary Scale NSSF 4

1.15 QUANTITY SURVEYOR II – 2 Posts

1.15.1 DUTIES AND RESPONSIBILITIES

- i. To prepare Quantity Surveying estimations;
- ii. To review contractual claims;
- iii. To review Bidding Documents;
- iv. To review guarantees and bonds;
- v. To prepare and compile contract documents;

- vi. To review application of Variations of Contracts;
- vii. To participate in pre-proposals meetings;
- viii. To participate in pre-site visit meetings; and
- ix. To perform any other related functions as may be assigned by the supervisor from time to time.

1.15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Quantity Surveying, Building Economics or any other related qualifications from a recognized Institution.

1.15.3 Salary Scale: NSSF 4

1.16 ENGINEER II (CIVIL)- 4 Posts

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To monitor and evaluate construction of work;
- ii. To make sure that quality standard of construction work is met;
- iii. To undertake structure and civil engineer designs for minor works;
- iv. To attend site meetings;
- v. To make sure that quality standard of construction work is met;
- vi. To undertake structure and civil engineer designs for minor works;
- vii. To assist in overseeing the planning and/or implementation of specific construction Project;
- viii. To assist in analyzing construction sites and local environment to determine appropriate logistics solution and resources;
- ix. To maintain regular contacts with contractors and other project service providers to ensure that implementation of projects proceeds according to schedule and in accordance with agree standards and budgets;
- x. To assist in monitoring progress throughout the construction process and ensure that it is within the projected schedule of work; and
- xi. To perform any other related duties as may be assigned by the supervisor from time to time.

1.16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree /Advanced Diploma in Civil Engineering, or equivalent qualifications from a recognized Institution. Must be registered by Engineers Registration Board (ERB) as a Graduate Engineer.

1.16.3 Salary Scale: NSSF 4

1.17 ARCHITECT II- 2 Posts

1.17.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the creation of building and landscape and interior designs with sufficient details and specifications as per set requirements
- ii. To liaise with construction professionals about the feasibility of potential construction projects;
- iii. To work closely with a team of other professionals such as civil engineers, quantity surveyors, construction managers and architectural technologists;
- iv. To facilitate application for building permit for construction of new buildings;
- v. To assess construction project proposals on development of real estate properties within the Corporation;
- vi. To participate in physical inspection of buildings, proposed construction sites within the Corporation or where the Corporation is contracted;
- vii. To prepare periodic architectural reports;
- viii. To participate in the preparation of project implementation and maintenance programs of infrastructure facilities, utilities services and any other strategic investment undertaken by the Corporation;
- ix. To attend site meetings and prepare minutes;
- x. To organize and manage project architectural activities;
- xi. To prepare project execution plans and performance management plans and monitor the performance contractors;
- xii. To evaluate bids for contractors and make recommendations for awarding contracts;
- xiii. To review detailed drawings and specifications;
- xiv. To prepare tender document (drawings and specifications) for contracts;
- xv. To ensure that project environment impact is limited;

- xvi. To organize and manage, testing and commissioning in coordination with other professionals;
- xvii. To identify defects and manage remedial works;
- xviii. To undertake contract administration duties as and when required;
- xix. To manage preparation of unit plans;
- xx. To prepare as built drawings for outsourced projects, operating and maintenance manuals, studies and closure (technical) reports; and
- xxi. To perform any other related duties that may be assigned by the Supervisor.

1.17.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following; Architecture, Building Design, Architectural and Building Engineering Technology, Landscape Architecture, Architectural Technology, Architectural Engineering, Interior Design or any other related qualification from a recognized institution. Must be registered by AQRB as a Graduate Architectural Technologist.

1.18 ESTATES OFFICER II – 3 Posts

1.18.1 DUTIES AND RESPONSIBILITIES

- i. To assist in valuating land for investment purpose during market research and feasibility study;
- ii. To assist in valuating current property investments, perform returns analysis and recommend action for better performance;
- iii. To assist in preparation of monthly reports on property management performance;
- iv. To assist in monitoring costs related to properties (such as maintenance), use of service charge and produce return analysis; and
- v. To carry out any other related duties as assigned by Supervisor.

1.18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Environmental Engineering, Architecture, Building Economics, Land

Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or any other related qualification from recognized institution. Must be registered as Graduate Engineer/Architecture/Valuer/Quantity Surveyor from respective board.

1.18.3 Salary Scale: NSSF 4

1.19 PROCUREMENT OFFICER II – 2 Posts

1.19.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preparation of annual procurement plans for the organization;
- ii. To assist in preparation of tender documents and advertisements of tender opportunities
- iii. To assist prepare purchase orders upon approval by superior;
- iv. To assist in preparation of Tender Board meetings;
- v. To assist on implementation of Tender Board decisions;
- vi. To assist in preparation of weekly and monthly reports;
- vii. To assist in preparation of list of all contracts awarded;
- viii. To assist on maintaining and archive of procurement records;
- ix. To perform any other related duties assigned by supervisors.

1.19.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in in one of the following fields; Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration (majoring in Procurement and Supplies Management) or any other related qualifications from recognized institutions. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Officer.

1.19.3 Salary Scale – NSSF 4

1.20 LEGAL OFFICER II – 9 Posts

1.20.1 DUTIES AND RESPONSIBILITIES

Litigation

- i. To assist the Fund in the Courts of law and Tribunals and ensures interests of the Fund under direction of supervisor are effectively safeguarded;
- ii. To draft pleadings and ensures that all legal requirements have been observed before filing of the same;
- iii. To collect and arrange evidences required for effective Litigation for all cases involving the Fund and ensure cases files are properly organized;
- iv. To maintain accurate and update data base on key statistics pertaining to all cases involving the Fund and initiate periodic reports on performance of the Litigation function;
- v. To collaborate with process servers and ensures timely service of notices, pleadings and other legal documents; and
- vi. To perform any other related duties as may be assigned by his/her supervisor from time to time.

Corporate Secretarial Services

- i. To actively participates in organization of Board meetings by drafting and ensuring timely circulation of Notices and Board papers for the meetings to the members;
- ii. To ensure all legal documents on which the Fund's Seal is affixed are properly registered and a report thereof is submitted to the Supervisor for record;
- iii. To conduct company searches, land searches and file legal documents with the various Government registries in compliance with the law and for protection of Fund's interests;

- iv. To prepare and submit reports on the analysis of the performance of the Board resolution which have been effectively implemented by the Management of the Fund;
- v. To research on law and provide sound legal opinion on matters to be assigned to him by supervisor;
- vi. To under supervision, represents the Fund in courts of laws and tribunals to protect Fund's interest;
- vii. To maintain close working relationships within the department and with other departments of the Fund; and
- viii. To perform any other related duties as may be assigned by his/her supervisor from time to time.

Contracts

- i. To maintain a register of all documentation related to contracts management and ensure their availability whenever required by Management;
- ii. To draft contracts and others legal documents for the Fund as may be required by supervisor;
- iii. To research and provides data to supervisor on implementation of contracts by the Fund;
- iv. To assist in making follow-up on contracts implementation by the Fund's clients and serve appropriate reminders and default notices as may be required;
- v. To keep in safe custody documentation pertaining to contracts entered by Fund;
- vi. To provide periodic reports on the status of Fund's contracts and their performance;
- vii. To facilitates correspondences with clients on contracts matters;
- viii. To follow up with the Attorney General's Chambers on contracts vetting and other related matters;
- ix. To represent the Fund in courts of law and tribunals when assigned by the supervisor; and
- x. To perform any other related duties as may be assigned by his/her superior from time to time.

1.20.2 QUALIFICATIONS AND EXPERIENCE

Holder of bachelor's degree in law (L.L.B) from recognized institutions. Must have passed Internship or Post graduate diploma in legal practice from Law School of Tanzania.

1.20.3 Salary Scale: NSSF 4

1.21 RECORDS MANAGEMENT OFFICER_II – 3 Posts

1.21.1 DUTIES AND RESPONSIBILITIES

- i. To assist in recording of letters in the inward and outward registers;
- ii. To assist in scanning of documents in Document Management System and route to respective officer;
- iii. To assist in scanning of documents and archiving in Document Management System;
- iv. To record and maintain the file movements in the transit cards or in the file movement registers;
- v. To ensure that files are kept and maintained in good order;
- vi. To ensure that confidential information do not leak at all;
- vii. To assist on retrieving files in response to request from staff;
- viii. To ensure effective access to library collections and resources;
- ix. To assist in responding to daily on-site requests for information needs for library users;
- x. To ensure proper recording of the books/materials borrowed is effectively done;
- xi. To ensure files are secured and stored in approved standards;
- xii. To assist on the proper classification and boxing of documents; and
- xiii. To carry out any other related duties as assigned by Supervisor.

1.21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree of Arts in Records Management, Records and Achieves Management studies or any other related qualifications from recognized institutions.

1.21.3 Salary Scale NSSF 4

1.22 RECORDS MANAGEMENT ASSISTANT II – 2 posts

1.22.1 DUTIES AND RESPONSIBILITIES

- i. To open new files and indexes cards as directed by the Supervisor;
- ii. To maintain an up-to-date register of Office files;
- iii. To file correspondence into the appropriate files and cross references;
- iv. To provide Copies correspondence to relevant files and attaches them whenever deemed necessary;
- v. To give file searchers numbers of files which are required for filing;
- vi. To review pending correspondence and lists files required for filing,
- vii. To maintain up-to-date file index books;
- viii. To receive incoming and outgoing mails and sort them and timely record them in the respective incoming and outing register;
- ix. To register all outgoing registered correspondence and telegrams and timely provide report to superiors; and
- x. To perform any other related duties as may be assigned by the Superior.

1.22.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate in one of the following fields; Records Management, Records and Achieves Management studies or any other related qualifications from recognized institutions.

1.22.3 Salary Scale NSSF 2

1.23 DRIVER II – 4 Posts

1.23.1 DUTIES AND RESPONSIBILITIES

- i. To be responsible for handling and driving NSSF pool vehicle assigned;
- ii. To distribute mails, cheques and other documents to different places;
- iii. To ensure that NSSF vehicle and its accessories are in good and safe working condition before and after making any trip so as to identify any defects;
- iv. To carry out minor repairs on the vehicle assigned to him;
- v. To keep and maintain a log book of his/her vehicle as required by NSSF Transport regulations;
- vi. To maintain accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management;
- vii. To read and interpret driving directions to plan the most efficient route service for customers;
- viii. To present safety briefing to passengers prior to each trip departure;
- ix. To keep the assigned vehicle(s) clean inside and outside; and
- x. To perform other work-related duties as assigned by Supervisor.

1.23.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate with a valid Class “C1 or E” Driving License who has attended Basic Driving Course offered by National Institute of Transport (NIT) or VETA or any recognized Institution. The candidate must have driving experience of at least one year without causing any accident. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

1.23.3 Salary Scale: NSSF 2

1.24 PERSONAL SECRETARY II -3 Posts

1.24.1 DUTIES AND RESPONSIBILITIES

- i. To provide office requirements to senior officials;
- ii. To handle incoming mails marked for personal attention;
- iii. To receive and guide visitors;
- iv. To keep a diary of events;
- v. To attend meetings when required and produce a record of proceedings;
- vi. To answer independently routine correspondence, such as acknowledgements;
- vii. To type documents as directed by supervisor;
- viii. To make follow up outstanding and urgent replies;
- ix. To keep a record of files in the action for their officers;
- x. To answer telephone calls and intercoms;
- xi. To give information to callers or routine calls to appropriate officials and places outgoing calls as necessary;
- xii. To confirm hotel bookings and transport reservations and make preparations for imprest accounts, travel arrangements etc.; and
- xiii. To carry out any other related duties as assigned by Supervisor.

1.24.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate with passes in English and Kiswahili plus Certificate in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

1.24.3 Salary Scale NSSF 2

1.25 HUMAN RESOURCES OFFICER II – 3 Posts

1.25.1 DUTIES AND RESPONSIBILITIES

- i. To assist in drafting the Fund's Policies and procedures;
- ii. To ensure that efficient HR services are rendered to all staff;
- iii. To participate in staff appointments, promotions and allocation;

- iv. To administer staff, leave and remuneration schemes;
- v. To facilitate processing of claims of pension and terminal benefits for staff;
- vi. To organize training sessions, workshops and activities;
- vii. To manage an effective staff welfare system;
- viii. To facilitate talent reviews, mapping and succession planning;
- ix. To provide inputs and action programmes to support effective HR service delivery;
- x. To collect, analyze and tabulate personnel statistics and records;
- xi. To coordinate industrial relations issues of staff; and
- xii. To perform any other related duties as may be assigned by the supervisor.

1.25.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Public Administration, Human Resources Management, Industrial Relations, Manpower Planning, Personnel Management, Commerce or Business Administration (Majoring in Human Resource Management) or any other related qualifications from recognized institutions.

1.25.3 Salary Scale NSSF 4

1.26 ADMINISTRATIVE OFFICER II -3 Posts

1.26.1 DUTIES AND RESPONSIBILITIES

- i. To arrange office accommodation, residential accommodation, transport, office equipment, stationery and maintenance of office machines and their repairs;
- ii. To make travel arrangements for the NSSF's Management and staff;
- iii. To ensure that Fund's Office and premises are maintained and kept clean;
- iv. To co-ordinate all Seminars, Workshops and Training programmes; maintain training records and prepare monthly reports on training;
- v. To ensure timely preparation of travel, accommodation and payment of allowances to those proceeding on training;
- vi. To handle the Fund's protocol matters;
- vii. To allocate office stationery and equipment to employees as required; and

- viii. To perform any other related duties as may be assigned by the supervisor.

1.26.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Public Administration, Human Resource Management, Industrial Relations, Sociology, Personnel Management, Business Administration (Majoring in Human Resource Management) or any other related qualifications from recognized institutions.

1.26.3 Salary Scale NSSF 4

1.27 INVESTMENT OFFICER II – 2 Posts

1.27.1 DUTIES AND RESPONSIBILITIES

- i. To prepare reports and supporting data regarding investments;
- ii. To identify investment opportunities;
- iii. To prepare and appraising feasibility studies;
- iv. To monitor and evaluating project implementation and operations;
- v. To monitor and evaluating capital and securities markets;
- vi. To maintain records of investment activity;
- vii. To participate in the valuation investments and determine strategies or forecasting and adjusting as necessary; and
- viii. To carry out any other related duties as assigned by Supervisor.

1.27.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Economics, Agricultural Economics and Agribusiness, Finance, Accountancy, Statistics, Business Economics, Investment, Finance Management or any other related qualifications from recognized Institutions.

1.27.3 Salary Scale: NSSF 4

1.28 ACTUARIAL OFFICER II -1 Post

1.28.1 DUTIES AND RESPONSIBILITIES

- i. To analyse statistical data by mathematical modelling to determine probability and assess risks;
- ii. To participate in the review of the investment performance;
- iii. To identify, monitor and manage of risks as well as performing experience analysis of NSSF;
- iv. To perform experience analysis of the scheme;
- v. To conduct benefits comparison studies;
- vi. To participate in implementing recommendations from actuarial reports
- vii. To attend to queries from actuarial reports;
- viii. To advise on issues such as the selection of investment or the administration of pensions and benefits; and
- ix. To perform any other related duties as may be assigned by the superiors from time to time.

1.28.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Actuarial Science, Mathematics, Economics, Statistics or any other related qualifications from any recognized institution.

1.28.3 Salary Scale: NSSF 4

1.29 STATISTICIAN II - 1 Post

1.29.1 DUTIES AND RESPONSIBILITIES

- i. To identify data needed by the NSSF;
- ii. To collect data on a monthly basis as per the NSSF needs;
- iii. To prepare statistical reports/performance reports on a monthly basis;
- iv. To participate in carrying out the preparations for the actuarial valuation;
- v. To prepare statistical bulletin;
- vi. To participate in providing technical inputs on matters relating to statistics; and

- vii. To perform any other related duties as may be assigned by the superiors from time to time.

1.29.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Statistics, Mathematics, Biometry, Biostatistics or any other related qualifications from any recognized Institution.

1.29.3 Salary Scale: NSSF 4

1.30 PUBLIC RELATIONS OFFICER II – 2 Posts

1.30.1 DUTIES AND RESPONSIBILITIES

- i. To assist in dealing with all correspondence, clients, the press and public in general;
- ii. To assist in creating and maintaining a good public image that is consistent with goals and objectives of the NSSF;
- iii. To assist in maintaining a register of all NSSF senior executives' visitors and hand the register to the superior;
- iv. To assist in facilitating management, coordination and quality control of all NSSF events;
- v. To assist in conducting member's education on NSSF operations; and
- vi. To carry out any other related duties as assigned by supervisor.

1.30.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree/Advanced Diploma in one of the following fields; Mass Communication, Business Communication, International Relations, Public Relations, Journalism, Marketing or any other related qualifications from a recognized Institution.

1.30.3 Salary Scale: NSSF 4

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in their application letter.**
- iii. **Women are highly encouraged to apply;**
- iv. **Applicants should route their application letter through their Regional Managers and Directors for those who are in the headquarter;**
- v. **No candidate is allowed to apply for more than two (2) posts;**
- vi. **For those who will apply for two (2) posts each post should have its own application;**
- vii. **Applicants should apply on the strength of the information given in this advertisement;**
- viii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ix. Applicants must attach their certified copies of the following certificates and transcripts;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
 - Form IV and Form VI National Examination Certificates.
 - A **valid Professional Registration Certificates from respective Registration or Regulatory Bodies, (where applicable).**
 - Birth certificate.
- x. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips.
 - Testimonials and all Partial transcripts.
- xi. An applicant who is retired/resigned from the Public Service should indicate reasons for resignation or retirement;
- xii. Management will have mandate to post qualified candidates to any working stations within the Fund Offices.
- xiii. An applicant should indicate three reputable referees with their reliable contacts.

- xiv. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xv. 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 (NACTVET).
- xvi. A signed application letter should be written either in Swahili or English and Addressed to Director General, National Social Security Fund, P.O. Box 1322, Benjamin Mkapa Pension Towers, Azikiwe St, Dar Es Salaam, Tanzania.
- xvii. Deadline for application is 29th September, 2023;
- xviii. Only shortlisted candidates will be informed on a date for interview and;
- xix. Presentation of forged certificates and other information will necessitate to legal action.

NOTE: The number of vacancy positions for each working station is hereby attached as appendix No.1

Released by:

Director General,
National Social Security Fund,
P.O.BOX 1322,
DAR ES SALAAM.