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EMPLOYMENT OPPORTUNITY

The Energy and Water Utilities Regulatory Authority (EWURA) is an independent, world class regulatory authority responsible for licensing, tariff regulation and quality of service regulation of the electricity, water, petroleum and natural gas sectors. EWURA has the following vacancy for which suitably qualified Tanzanian citizens are invited to apply:

Post Title: Executive Assistant to the Director General

Duty Station: EWURA Head Office – Dar es Salaam

The Executive Assistant to the Director General will be his personal assistant and he will coordinate and maintain efficient and effective liaison between the office of the Director General and other stakeholders, in relation to national, regional and international cooperation. The aspirant must have excellent interpersonal skills, be well motivated and organized.

MAIN DUTIES AND RESPONSIBILITIES:

- To assist in maintaining a record of the growth of global energy trade, regional energy markets, tariff rates, fuel, gas and water issues.
- Follow up on engagements/commitments made by the Director General in relation to Regulatory Associations/Forums.
- Follow up on opportunities available to the Authority and to the country arising out of networking with other persons nationally, regionally and internationally.
- Keep track of issues forwarded to the Director General in order to take appropriate action.
- To assist Director General in writing reports, speeches, papers for presentation and talking notes.
- To attend various meetings and assist in taking notes for the Director General.
- To assist the Director General in following up on delegated assignments from various departments, and other stakeholders.
- The Executive Assistant will maintain a checklist of all the major events, and make a follow-up system to ensure success of such events. Some of these events may require protocol guidance, which he must give the Director General.
- Making analysis of technical issues for Director General's attention.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

The ideal candidate for this position should have multi-disciplinary qualifications as follows:

- A University Degree in Engineering, Law from a recognized University.
- Masters Degree in Engineering, Economics, Law or Business Administration from a recognized University.
- A minimum of five years experience.
- Must have international exposure, either through study or having worked in a multi-cultural environment.
- Sound knowledge in the utility operations.
- Knowledge and competence in the information and communications Technology.

Knowledge of an international language in addition to English and Kiswahili will be an added advantage.

PERSONAL ATTRIBUTES

- Very high level of integrity, honest, and sense of responsibility.
- Ability to work under pressure and produce results.
- Ability to self manage, achieve results and meet deadlines.
- Must be keen listener, and possess good communication skills.
- Good interpersonal skills.

MODE OF APPLICATION

Application letter with Curriculum Vitae (CV) including e-mail address or day time contact telephone number, together with photocopies of certificates and names and contacts of two referees should be addressed to reach the under-mentioned by 1st June 2010.

Only short listed candidate meeting the above criteria will be invited for interview. Lobbying and canvassing for employment will not be entertained and may work to the candidate's disadvantage.

Application letter should be addressed to:

**The Director General
Energy and Water Utilities Regulatory Authority (EWURA)
Samora Avenue, 6th Floor, Harbour View Towers
(Former JM Mall Building)
P O Box 72175
DAR ES SALAAM**