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Employment Opportunity

The Energy and Water Utilities Regulatory Authority (EWURA) is a 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: Records Management Officer – One Post

DUTY STATION: EWURA Head Office, Dar es Salaam

REPORTING TO: Senior Records Management Officer

The Records Management Officer will be responsible for keeping electronic and physical Public Register, managing both Confidential and Open Registry and maintenance of Staff Library.

MAIN DUTIES AND RESPONSIBILITIES

- To control receipt and recording incoming mails/documents.
- To retrieve and circulate records/documents and files as may be required by users.
- To Open and Close files as need will arise in accordance with the classified system.
- To analyse, list and arrange records/documents in categories according to the in-house classification scheme.
- To keep and arrange records/documents in respective file racks/cabinets in the registry.
- To deal with files and records appraisal from time to time.
- To keep, maintain and make use of the File movement register so as to track files or other records through the adopted tracking system.
- To appraise and prepare checklists for dormant records prior to electronic archival.
- To assist the Senior Records Management Officer (SRMO) to deal with the records management issues during his absence.
- To perform any other related duties as may be assigned by his/her superiors.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

The ideal candidate for this position should have;

- Form VI with Diploma in Records Management obtained from an accredited institution.
- Computer literate with knowledge in Records Management Systems.
- Relevant work experience of not less than three years in a reputable government registry/environment.
- High integrity and good self esteem
- Willingness to work long hours and ability to use other ICT equipment e.g. scanning machines will be added advantages.

PERSONAL ATTRIBUTES

In addition to the above skills and qualifications, applicants for the above position are required to have the following attributes:

- (i) A very high level of integrity, honesty and sense of responsibility;
- (ii) Ability to work under pressure and produce expected results;
- (iii) Ability to work in a dynamic team;
- (iv) Ability to self manage, achieve results and meet deadlines; and
- (v) Willingness to work beyond the call of duty.

TENURE AND REMUNERATION

A competitive salary will be offered to the right candidates for the posts. EWURA is an equal opportunity employer. Staff will be employed on 5 years contract that are renewable upon satisfactory performance.

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 26th February 2010.

Only short listed candidates 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, Harbor View Towers
(Former JM Mall Building)
P O Box 72175
DAR ES SALAAM**