

Energy and Water Utilities Regulatory Authority



Employment Opportunities

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 vacancies for which suitably qualified Tanzanian citizens are invited to apply.

Post Title: Principal Human Resources Officer – 1 Post

Reporting to: Human Resources Manager

Duty Station: EWURA Head Office – Dar es Salaam

Principal Human Resources Officer will assist the Human Resources Manager with issues related to training and staff development, skills audit, job analysis, developing staff succession plan, staff welfare and performance management in line with Authority's Strategic Objectives.

Qualifications:

The ideal candidate for this position should have:

- University Degree or Advanced Diploma in Human Resources Management, Public Administration, Business Administration or its equivalent.
- Masters Degree or Postgraduate Diploma majoring in Human Resources Management or Public Administration will be an added advantage.
- A minimum of three years post qualification experience in similar senior position in a reputable institution.
- Knowledge and Competence in Information and Communications Technology (ICT) application and familiarity with one of the human resources software.
- Ability to perform independently under strict deadlines and with minimum supervision.

Main Duties and Responsibilities:

- Ascertain the Authority's human capital requirement and carry out job analysis as necessary with a view to ensure the Authority has sufficient manpower with appropriate skills for discharging regulatory functions.
- Responsible for identification of training needs and assist Human Resources Manager in the preparation of both strategic and annual human resources development/training programme.
- Carry out skills audit in line with the Authority's strategic objectives.
- Assisting in designing individual development plans and ensures proper implementation thereof.

- Assist in designing and implementing appropriate Performance Management System (PMS) and design performance agreements/contracts that will ensure the Authority's objectives are met.
- Ensuring smooth provision of staff welfare services.
- Ensuring sound human resources policies and procedures are in place and complied with.
- Perform any other duties that may be assigned by superiors.

Post Title: Accountant – 1 Post

Reporting to: Senior Accountant

Duty Station: EWURA Head Office – Dar es Salaam

An Accountant will perform all Accounting functions of EWURA. The aspirant to this position must be mature with excellent interpersonal skills, well motivated and organized.

Qualifications:

The ideal candidate for this position should have:

- University Degree/ Advanced Diploma majoring in Accounting from a recognized higher learning institution.
- Certified Public Accountant, CPA (T) or ACCA and must be registered with the National Board of Accountants and Auditors (NBAA) in the category of either Graduate Accountant (GAs) or Certified Public Accountants (CPAs).
- Knowledge and Competence in Information and Communications Technology (ICT) application and familiarity with one of the accounting software.
- Knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting.
- A minimum of three years post qualification experience as an accountant in a reputable institution.

Main Duties and Responsibilities:

- Assist the Senior Accountant in daily revenue collection activities to ensure both short term and long term financial obligations are met.
- Carry out verification function to ensure all regulated suppliers comply with the payment of levy as required by the law.
- Responsible for maintenance of Revenue Register and up to date database of regulated suppliers.
- Assists in the preparation of regular reports on revenue, expenditure and returns;
- Prepares the Authority's books of Accounts.
- In collaboration with the Senior Accountant prepares all monthly and yearly financial reports such as bank reconciliation statements, schedule of debtors, creditors, fixed assets and investment, statement of losses and arrears of revenue, physical store and cash count reports.

- Performs routine activities such as preparing journal vouchers, monthly payroll, depreciation and bank reconciliation statements, checking all payment vouchers, debit notes and credit notes.
- Monitor and control imprest account including verification of retirement documents.
- Performs any other duties as directed by the Senior Accountant from time to time.

Post Title: Assistant Accountant – 1 Post

Reporting to: Accountant

Duty Station: EWURA Head Office – Dar es Salaam

The aspirant for this position must be dynamic, well motivated and organized individual capable of handling all accounting functions with minimum supervision.

Qualifications:

- University Degree/ Advanced Diploma majoring in Accounting from a recognized higher learning institution.
- Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software.
- Working experience of not less than 2 years in similar positions in a reputable organisation.
- Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting principles will be an added advantage.

Main Duties and responsibilities

- To prepare and record all payment vouchers and maintains payment voucher file.
- To prepare and record all credit notes and maintains credit notes file.
- To record all receipts, journal vouchers, debit notes, and petty cash summary and maintains respective file containing those documents.
- Posting of authorized transactions in the system and ensuring that system records portrays true and updated financial position of the authority on a daily basis.
- To maintain and reconcile all accounts receivable accounts including amounts due from staff to ensure prompt and regular collection of dues.
- To maintain and reconcile all accounts payable accounts including statutory dues to ensure correct and timely payment for the good and services obtained by the Authority.
- To maintain Fixed Assets Register of the Authority.
- Perform out any other duties as may be assigned by his/her supervisors.

Post Title: Customer Service Officer

Duty Station: Zonal Office – Upcountry

Reporting to: Principal Customer Service Officer

Customer Service Officer will be primarily responsible for handling complaints from customers in the Zonal Offices in accordance with the established guidelines and procedures.

Academic Qualifications

The ideal candidate for this position should have:

- Must be holder of University Degree in any of the following disciplines; law, business administration/management, economics or engineering.
- Minimum of three years working experience in any of the regulated sectors, (i.e water, electricity, petroleum or natural gas).
- Post Graduate qualifications in public administration or leadership will be added advantages.

Duties and Responsibilities

- Receives complaints forms, letters, telephones, emails and fax lodged by consumers and suppliers of services in the Water, Electricity, Petroleum, and natural Gas sectors.
- Updates Complaints Register with all required information and forward the same to EWURA Website through IT Technician.
- Storage and tracking of complaints files.
- Facilitate preparation of meetings of the Division of the Authority.
- Draft follow up letters to service providers and complainants.
- Facilitate proper dispatching of complaint letters.
- Prepare Complaint monthly report.
- Perform such other duties as may be assigned by the Principal Customer Service Officer.

PERSONAL ATTRIBUTES

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

- A very high level of integrity, honesty and sense of responsibility;
- Ability to work under pressure and produce expected results;
- Ability to work in a dynamic team;
- Ability to self manage, achieve results and meet deadlines; and
- 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 year renewable contracts.

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 23rd January 2009.

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 disadvantages.

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**