

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: Principal Procurement Officer - 1 Post
Duty Station: EWURA Head Office Dar es Salaam

Reporting to the Director General as Secretary to the Tender Board, the Principal Procurement Officer will be responsible for the following:

- Head the Procurement Management Unit (PMU);
- Procurement planning, budgeting and control of the resources of the PMU;
- Prepares periodic reports for the Tender Board;
- Ensures conformity with Public procurement Act, its Regulations and Guidelines;
- Provides timely advice to Accounting Officer, Tender Board and user departments on all matters pertaining to procurement;
- Evaluates all procurement requirements and recommends the most appropriate procurement procedure;
- Secretary to the Tender Board;
- Responsible for the preparation and implementation of the annual procurement and disposal plans;
- Prepare draft bidding documents / requests for proposal, issue , receipt, opening and review evaluation reports for procurement of goods, and consultants and processing for clearance by the EWURA Tender Board and the World Bank at all stages complying with agreed procedures, guidelines and requirements of the World Bank's Development Credit Agreement (DCA);
- Provide necessary orientation to PMU staff especially with regard to procurement of works, consultancies, services and goods under the project.
- Provide assistance to PMU in producing all necessary reports for submission to the EWURA Tender Board and the World Bank.
- Conduct training to PMU and user department staff in areas of procurement and contract management.
- Assist the Finance and Administration Manager in approving payments certificates and consultant's invoices.
- Report progress to the Director General and provide feedback on quality assurance and control issues.
- Conduct training to members of the tender board on basic procurement principles whenever necessary.

- Deals with stores, purchasing or clearing and forwarding and matters related to them;
- Responsible for internal training of staff in the Department;
- Develops materials management policy including sourcing policy;
- Plans and control inventories;
- Review policies pertaining to materials management;
- Facilitating supplier registration and development to ensure quality supplies;
- Dispose of surplus assets and obsolete stock; and
- Performs any other duties as may be assigned by his/her superiors;

Qualifications and Experience

The Principal Procurement Officer must have the following qualifications and experience:

- University degree in Engineering, Architecture, Law, Materials Management, Quantity Surveying, Business Administration, Economic Planning or any related fields with proven specialization or coverage in procurement. Registration with relevant body in any of these professions is desirable;
- Masters degree or Postgraduate Diploma in any related field indicated above will be an added advantage;
- He/she shall have working experience of not less than 8 years in a reputable institution(s) out of which 3 years should have served as procurement specialist;
- Must have a good knowledge of Public Procurement Act, 2004 and its regulations;
- He/she must demonstrate a high level of written and oral communication skills.
- Working knowledge of basic MIS and office software packages is essential.

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 10th December 2008.

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**