

**Sixth Floor, Harbourview Towers, Samora Avenue
P O Box 72175, Dar es Salaam, Tanzania**
TEL: (+255-22) 2123850; 2123853; 2123854; 2123856; FAX: (+255-22) 2123180
E-mail: info@ewura.go.tz Website: <http://www.ewura.go.tz>

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.

1. OFFICE OF THE DIRECTOR GENERAL

Post Title:	Senior Procurement Officer – One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Principal Procurement Officer

The Senior Procurement Officer will be assisting the Principal Procurement Officer in daily procurement activities to ensure both short term and long term procurement functions are discharged efficiently and in accordance with the requirement of the law. The aspirant must be mature with excellent interpersonal skills well motivated and organized.

Main Duties and Responsibilities

- Verifies documentation relating to procurement matter and organizes the documentation for easy use by all interested parties;
- Liaises with Accounts Department to ensure availability of procurement funds and timely payments to suppliers and service providers;
- Receives and registers bids;
- Attends to inquiries from bidders and suppliers;
- Properly keeps procurement records and information on suppliers;
- Assists the Secretary to the Tender Board in preparing Agenda for Tender Board meetings;
- Assist in drafting tender award letters;
- Maintains register of all contracts;
- Monitors supply of ordered goods;

- Issues approved Bidding documents;
- Records all information read out during tender opening sessions;
- Prepares minutes of Procurement Management Unit meetings;
- Evaluates routine, simple and low value procurements; and
- Performs any other duty as may be assigned by Principal Procurement Officer from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- University Degree/ Advanced Diploma in Materials Management, Engineering, Architecture, Law, Management, Quantity Surveying, Business Administration, Economic Planning or any related fields with proven specialization or coverage in procurement;
- Must be registered by Procurement and Supplies Professional Board;
- Knowledge and Competence in Information and Communications Technology (ICT); and
- A minimum of three years post qualification experience in procurement.

Post Title: Principal Internal Auditor – One Post

Duty Station: EWURA Head Office Dar es Salaam

Reporting to: Chief Internal Auditor

The Principal Internal Auditor will assist the Chief Internal Auditor in carrying out daily Internal Audit operations to provide independent assurance to management and to the Board that:

- The Authority's plans, policies and principles have been communicated, implemented and are working as intended; and
- Risks have been identified and there are effective and efficient systems of internal controls over all aspects of the Authority's regulatory process, finance and administrative operations.

Main Duties and Responsibilities

- Carry out monthly and quarterly internal audit on financial and operational aspects of the Authority as per annual Internal Audit Plan.
- Evaluate EWURA system of internal controls and risk management and recommend actions for appropriate improvement.
- Create, perform and document detailed audit procedure and working papers.

- Build and maintain effective relationships with regulatory and cross-cutting divisions, understanding changes to financial, operational and regulatory processes and procedures and assessing the impact on the control environment.
- Observe year end stock taking, fixed assets verification and ensuring completeness of year end procedure.
- Carry out financial audit to determine whether all transactions have supporting documents and are in compliance with existing financial regulation.
- Follow-up replies on internal and external audit questions and verifies implementation of audit recommendations.
- Undertake other responsibilities as may be assigned by the Chief Internal Auditor.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- University Degree/ Advanced Diploma majoring in Accounting, finance, Economics, Business Administration or Engineering from a recognized higher learning institution;
- Masters Degree or Postgraduate Diploma majoring in accounting or finance;
- Certified Public Accountant, CPA (T) or ACCA qualifications and must be registered with the National Board of Accountants and Auditors (NBAA) in the category of either Associate Certified Public Accountants (CPAs) or Associate Certified Public Accountant in Public Practice (CPA-PPs);
- A minimum of three years post qualification experience in a senior audit or finance position in a reputable institution;
- Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software;
- A good understanding of International Financial Reporting and Auditing Standards;
- Knowledge of Integrated Financial Management Systems and Computer Aided Audit Techniques (CAATs); and

Certified Information System Auditors (CISA) holders are strongly encouraged to apply.

2. ELECTRICITY DIVISION

Post Title:	Principal Technical Engineer – Electricity - 1 Post Re-advertized
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Technical Manager - Electricity

The Principal Technical Engineer, Electricity, will assist the Technical Manager, Electricity (TME) in coordinating technical compliance of the electrical regulated entities. The aspirant must be mature with excellent interpersonal skills, well motivated and organized:

Main Duties and Responsibilities

- Coordinate regulatory reporting of the regulated entities;
- Compile, collate, analyse and store information for regulatory reporting purpose on periodic bases;
- Carry out technical analysis of power system components and report any potential problems that need attention;
- Coordinate inspection of power system facilities and oversee the activities carried out by other inspectors;
- Provide technical input towards resolving disputes between regulated service providers and consumers;
- Review reports submitted by regulated suppliers or independent inspectors; and
- Carry out other assignments as will be assigned by the Technical Manager – Electricity.

Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience:

- University Degree in Electrical or Power Engineering from a recognized higher learning institution;
- Masters Degree or Post Graduate qualification in any relevant Energy Studies or Power Systems field will be an added advantage;
- Must be a Registered Professional Engineer with Engineers Registration Board;
- Must have working experience of not less than five (5) years in a reputable institution(s) dealing with power or energy issues out of which 2 years should have served at senior level;

- Sound knowledge in the Utility Operations and testing of power system components; and
- Knowledge and Competence in Information and Communications Technology (ICT).

Knowledge and competence in power system planning and use of Modern Power System Analysis Package will be an added advantage.

Post Title: Senior Technical Engineer – Licensing – One Post

Duty Station: EWURA Head Office Dar es Salaam

Reporting to: Principal Technical Engineer – Electricity

The Senior Technical Engineer - Licensing will assist the Principal Technical Engineer, Electricity in coordinating technical matters related to electrical installation, licensing of contractors and wiremen, as well as inspection of facilities for regulatory purposes.

The aspirant must be mature with excellent interpersonal skills and must be well motivated and organized:

Main Duties and Responsibilities

- Coordinate inspections of electrical installations with a view to ensuring compliance with the applicable industry standards;
- In-charge of electrical contractors and wiremen licensing secretariat that will be responsible for receiving and forwarding licence applications and updating of contractors and wiremen licence register;
- Review the performance and conduct of contractors and wiremen, and identify any malpractices thereof;
- Participate in the inspection of various premises and recommend such corrections or re-wiring as will be deemed necessary to avoid accidents;
- Participate in the inspection of premises that have been damaged due to accidents related to electricity;
- Other assignments as it will be assigned by the Principal Technical Engineer – Electricity.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelors Degree in Electrical (or Equivalent) from recognized University, with hands on experience in design or installation of electrical systems.
- Professional Registration as an Engineer with a minimum of five (5) years working experience in the Power Sector or Electrical Installation Industry;

- Sound knowledge of electrical standards for electrical installation systems and equipment, electrical materials standards;
- Proven knowledge of interpreting electrical drawings for electrical installations;
- Computer literacy and proficiency in word processing and worksheets; and
- Electrical Design experience will be an added advantage.

3. PETROLEUM DIVISION

Post Title: Principal Chemical Analyst – One Post

Duty Station: EWURA Head Office Dar es Salaam

Reporting to: Technical Manager Petroleum

Principal Chemical Analyst will be responsible for managing standard petroleum products testing laboratory and oversea fuel marking operations to ensure that the petroleum products sold or offered for sale to the Tanzania market are of right quality as specified by the Tanzania Bureau of Standards (TBS):

Main Duties and Responsibilities

- Coordinates laboratory analytical functions;
- Coordinates and supervises laboratory staff;
- Carry-out the analysis and certificate issuance of various tests of petroleum products;
- Ensures maintenance of laboratory instruments;
- Ensures proper timely reporting system to the Technical Manager Petroleum);
- Undertakes calibration for Authority's laboratory instruments;
- Prepares timely reports of analyses;
- Develops quality management system for the laboratory leading to ISO Certification;
- Works closely with Chief Petroleum Inspector in sampling petroleum products at various points for monitoring of quality standards of petroleum products;
- Coordinates outsourcing of laboratory services;
- Coordinates purchasing functions relating to laboratory;

- Ensures compliance with the requirements of the safety health and environmental standards; and
- Performs any other relevant duties as may be assigned to by Technical Manager Petroleum.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelor of Science (Chemistry and related subjects) from a recognised University;
- Not less than 10 years experience working in an analytical laboratory;
- Previous and proven history of working in the Petroleum industry;
- Previous good record of Laboratory Supervision;
- Excellent oral/written communication, interpersonal, organizational, and computer skills required.

Previous working experience in an accredited laboratory will be an added advantage; and

Post Title:	Laboratory Technician – One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Principal Chemical Analyst

The Laboratory Technician will assist the Principal Chemical Analyst carrying out all laboratory testing for petroleum products and other daily activities to ensure that both short term and long term objectives of the Division are met:

Main Duties and Responsibilities

- Performs laboratory tests in order to produce reliable and precise data to support regulatory decisions;
- Prepares samples;
- Maintains and operates standard laboratory equipment;
- Records and interprets results to present to Principal Chemical Analyst;
- Keeps him/herself abreast with technical developments in laboratory petroleum testing methods;
- Ensures that the quality assurance and control measures that are undertaken are recorded and information communicated to relevant parties;
- Be responsible for laboratory safety, and must follow and ensure strict safety procedures and safety checks.

- Performs any other relevant duties as may be assigned by Principal Chemical Analyst.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelor of Science (Chemistry and related subjects) from a recognised University.
- Not less than five (5) years experience working in a Petroleum Analytical Laboratory.
- Knowledge of and experiences in using computer programmes specifically for data storage and processing.

4. CORPORATE AFFAIRS DIVISION

Post Title: Senior Records Management Officer – One Post

Duty Station: EWURA Head Office Dar es Salaam

Reporting to: Information Technology Manager

The Senior 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

- Carries out supervisory work in the registry and keep the Registry in order;
- Manages all aspects of the Authority's Registry functions which include management of both electronic and physical Public Registers, Open and Confidential Registry and Staff Library;
- Supervises receiving, recording and filling of incoming and outgoing mails;
- Keeps Public Register, registry and library records in various forms;
- Prepares and ensures proper record management of files and other documents;
- Establishes and maintains appropriate information system that shall keep tracks of file movement within the Authority;
- Ensures information required by other officers is delivered in time;
- Establish and maintains library information system which shall include public and staff catalogues and archive materials;

- Supervises Records Management Officer;
- Performs any other related duties as may be assigned by his/her superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Diploma in Records Management from a recognized institution;
- A proven minimum of five years post qualification work experience and be conversant with record management procedures preferably from a reputable organization; and
- Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the registry software

Post Title: Assistant Administrative Officer – One Post

Duty Station: EWURA Head Office Dar es Salaam

Reporting to: Administrative Officer

Assistant Administrative Officer will assist the Administrative Officer in discharging the Authority's day-to-day administrative functions efficiently and in accordance with the laid down procedures.

Main Duties and Responsibilities

Reporting to Administrative Officer, the Assistant Administrative Officer will:

- Ensures that EWURA offices are properly maintained;
- Assists and ensures that there is efficiency in day-to-day operations such as having adequate office supplies, decorations, cleanliness, messenger services and other related functions;
- Ensure that all fixed assets and other properties of Authority are properly insured;
- Make and confirm travel and hotel bookings for Authority's staff and other officials as may be directed from time to time;
- Process, prepare and facilitate internal meetings;
- Perform any other related duties as may be assigned by his/her superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Either a University Degree or Advanced Diploma in Public Administration or Business Administration from a recognized higher learning institution or Professional Qualifications in Office Management or related fields;
- A proven minimum of two years post qualification work experience and be conversant with administrative functions preferably from a reputable organization; and
- Knowledge and Competence in Information and Communications Technology (ICT) particularly in Microsoft Office and Website applications.

Post Title: Secretary Cum Receptionist – One Post

Duty Station: EWURA Head Office Dar es Salaam

Reporting to: Administrative Officer

The Secretary Cum Receptionist will carrying out front office operations and performs secretarial services.

Main Duties and Responsibilities

Reporting to the Administrative Officer, the Secretary Cum Receptionist will:

- Receive all visitors with courtesy and decorum, ascertain the nature of visitors' business and relay information to his/her officer;
- Answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials;
- Receive and arrange for internal distribution of all mail and correspondences received by EWURA;
- Undertake word processing of all internal and outgoing correspondences as required by the Authority's officials;
- Ensure proper archiving of copies of all correspondences;
- Undertake word processing all draft report and other internal documentation as may be directed from time to time by EWURA officials
- Perform any other related duties as may be assigned by his/her superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Diploma in Secretarial duties or holder of certificate with full Secretarial Course and has acquired typing stage III and I as well as shorthand 100/120 W.P.M. in English and Kiswahili;
- A proven minimum of two years post qualification work experience and be conversant with front office functions preferably from a reputable organization; and
- Knowledge and Competence in Information and Communications Technology (ICT) particularly in Microsoft Office applications.

Post Title: Drivers – Two Posts
Duty Station: EWURA Head Office Dar es Salaam
Reporting to: Administrative Officer

Drivers will be responsible for driving the Authority’s motor vehicles while ensuring that they are in good running condition.

Main Duties and Responsibilities

Reporting to Administrative Officer, Driver will:

- Drive the Authority’s motor vehicles;
- Ensure that motor vehicles and their accessories are in good condition;
- Make regular check up on the condition of motor vehicle and report promptly any noted faults;
- Maintain and record log sheets for all journeys made;
- Maintain disciplined behavior, smartness and proper conduct in rendering services;
- Perform messengerial duties such as dispatching documents/letters and collecting mails for the Authority;
- Perform any other related duties as may be assigned by his/her superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Form IV Certificate with passes in English and Kiswahili;
- Possession of class “C” Driving License;
- A proven minimum of three years post qualification work experience preferably from a reputable organization and be conversant with Government motor vehicles driving procedures; and

- Trade Test Grade II or I in Motor Vehicle Driving/Driver Grade II or I Certificate from a recognized institution such as NIT or VETA.

PERSONAL ATTRIBUTES

In addition to the above skills and qualifications, applicants for the above positions 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 year contracts 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 14th August 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 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**