

Employment Opportunities

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

1. PETROLEUM DIVISION

Post Title:	Petroleum Inspector
Duty Station:	EWURA Head Office – Dar es Salaam
Reports to:	Chief Petroleum Inspector

The Petroleum Inspector will be expected to participate in the field inspections for petroleum products and its infrastructure to ensure successful enforcement of Health, Safety and Environmental standards.

Main Duties and Responsibilities:

- To participate in field inspections on providers of petroleum products so as to establish conformity with standards.
- To participate in the process of establishing standards for petroleum infrastructure.
- To participate in the process of designing rules and regulations for petroleum products.
- To collect and analyze relevant data on petroleum products and facilities.
- To prepare weekly stock reports.
- To follow up on payments of levies.
- To undertake any other related duties as assigned by the supervisor.

Academic Qualifications and Experience

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

- Bachelor Degree in Engineering (Majoring in Petroleum, Chemical Process or Mechanical) or Earth Science;
- At least five (5) years working experience in the Petroleum industry out of which three (3) years should be in the field of safety and environmental matters; and

- c) Knowledge and Competence in Information and Communications Technology (ICT) applications.

2. ELECTRICITY DIVISION

Post Title:	Senior Electrical Inspector – One Post
Duty Station:	EWURA Head Office – Dar es Salaam
Reports to:	Chief Electrical Inspector

The Senior Electrical Inspector (Electrical Installations) will be responsible for processing licence applications for electrical installation personnel, and carrying out or supervising inspection of electrical installation works in buildings and electricity supply infrastructure, under the direction of the Chief Electrical Inspector.

Main Duties and Responsibilities:

- a) To be responsible for coordinating licensing of electrical contractors for electrical installation in buildings and electricity supply facilities;
- b) To coordinate inspection of electrical installations to ensure compliance with applicable regulations, industry standards and codes;
- c) To coordinate with TANESCO and other relevant authorities in reviewing performance and conduct of electrical contractors and wiremen;
- d) To follow-up and report on accidents that are related to electricity, and advise on actions that need to be undertaken;
- e) To participate in inspection of various premises and recommend corrective measures to be undertaken by the owners of the properties;
- f) To update the contractors and wiremen register;
- g) To effectively supervise and guide members of staff reporting to the job position; and
- h) To undertake any other duties as assigned by the Chief Electrical Inspector.

Academic Qualifications and Experience

The ideal candidate should have the following qualifications and experience:

- a) Bachelor Degree in Electrical Engineering, or equivalent qualification from a recognised institution;
- b) Knowledge and competence in current electrical installation regulations and codes of practice;
- c) At least three (3) years work experience after graduation, in relevant field; and
- d) Knowledge and Competence in Information and Communications Technology (ICT) applications.

3. DIRECTORATE OF CORPORATE AFFAIRS

Post Title:	Assistant Accountant Cum Cashier
Duty Station:	EWURA Head Office – Dar es Salaam
Reports to:	Accountant

The aspirant for this position must be capable of handling all day to day receipts, payments and banking operation functions of the Authority with minimum supervision.

Main Duties and Responsibilities:

- a) Handles all banking operations such as deposits of cash, cheque and draft, cash withdrawals from the bank, collects daily bank position and monthly bank statements.
- b) To issue cheques, petty cash and other payments and issue receipts for payments made.
- c) To maintain bank deposits slips, receipt book for all transactions and cheque books for all the Authority's Bank Accounts.
- d) To post receipts transactions into the accounting system.
- e) To prepare and record all payment vouchers and maintains payment voucher file.
- f) To prepare and record all credit notes and maintains credit notes file.
- g) To record all receipts, journal vouchers, debit notes, and petty cash summary and maintains respective file containing those documents.
- h) To post other authorized transactions in the system and ensuring that system records portrays true and updated financial position of the authority on a daily basis.
- i) To maintain and reconcile all accounts receivable accounts including amounts due from staff to ensure prompt and regular collection of dues.
- j) 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.
- k) To maintain Fixed Assets Register of the Authority.
- l) To undertake any other related duties as assigned by the supervisor.

Academic Qualifications and Experience

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

- a) Bachelor Degree or Advanced Diploma in Accounting or Banking from a recognized higher learning institution;

- b) Knowledge and Competence in Information and Communications Technology (ICT) applications and familiarity with one of the accounting software.
- c) Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting principles will be an added advantage.
- d) At least two (2) years work experience in similar position in a reputable organisation.

Personal Attributes

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

- a) A very high level of integrity, honesty and sense of responsibility;
- b) Ability to work under pressure and produce expected results;
- c) Ability to work in a dynamic team;
- d) Ability to self manage, achieve results and meet deadlines; and
- e) Willingness to work beyond the call of duty.

Tenure and Remuneration

- a) A competitive salary will be offered to the right candidates for the posts.
- b) EWURA is an equal opportunity employer.
- c) Staff will be employed on 5 years 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 **30th December, 2011**.

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 JMI Mall Building)
P O Box 72175
DAR ES SALAAM**