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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:	Records Management Officer - PMU – One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Principal Procurement Officer

The Records Management Officer will be responsible for keeping procurement records kept by Procurement Management Unit (PMU) of the Authority.

Main Duties and Responsibilities

- To control receipt and recording incoming procurement documents.
- To retrieve and circulate procurement records/documents and files as may be required by PMU staff.
- To open and close files as and when the need arises in accordance with the classified filing system.
- To keep and arrange procurement documents in respective files.
- To keep, maintain and make use of the file movement register so as to track files or other records through the adopted tracking system.
- Liaise with Senior Records Management Officer to ensure uniformity of records filing system in the Registry and PMU.
- To 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 or 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 (3) 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.

Post Title: Senior Communication & Public Relations Officer – One Post

Duty Station: EWURA Head Office Dar es Salaam

Reporting to: Principal Communications & Public Relations Officer

The Senior Communications and PR Officer, among other things, is expected to strengthen Public Awareness Campaign for promoting consumers understanding of the regulated sectors. The aspirant must be mature with excellent interpersonal skills well motivated and organized.

Main Duties and Responsibilities

- To assist Principal Communications and Public Relations Officer (PPRO) in preparing a programme and implementation of Public Awareness Campaign.
- To assist PPRO in co-coordinating and preparing press release.
- To coordinate the preparation and editing of EWURA Newsletter's articles.
- To co-ordinate press conferences by making sure that all required media personnel arrive in time and co-ordinate press conference proceedings.
- To prepare publicity articles and materials as may be determined by the Authority.
- To work and collaborate with various media outlets to ensure that all related events are covered and documented accordingly.

- Responsible for writing features and articles to various media that addresses the Authority's operations and public awareness.
- Perform any other relevant duties as may be assigned by superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelors Degree in Mass Communications, Journalism or Social Sciences from a recognized University.
- Possession of Masters Degree/Postgraduate Diploma will be an added advantage.
- Must have a wide understanding in regulatory activities in Tanzania.
- A minimum of eight (8) years working experience in media industry as a Journalist.
- A minimum of four (4) years working experience as an Editor using the English a working language.
- Ability to work under pressure and produce results with minimum supervision.
- Good interpersonal skills.
- Very high level of integrity, honest, and sense of responsibility.

Post Title:	Senior Internal Auditor – One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Chief Internal Auditor

The Senior Internal Auditor will be responsible for carrying out monthly and quarterly performance audit on operational aspects of the Authority as per annual Internal Audit Plan. The aspirant must be matured with excellent interpersonal skills, well motivated and organized.

Main Duties and Responsibilities

- Assist in the preparations of audit plans and programs on technical and Value for Money Audit for all sectors that EWURA regulates and other functions within the Authority.
- Building and maintaining effective relationships with all divisions, understanding changes to operational and regulatory processes and procedures and assessing the impact on the control environment.
- Draft high quality reports and make oral presentations expressing opinions and recommendations to auditees on the economy, efficiency and effectiveness with which auditable activities are carried out.
- Prepares working papers and the audit file for onward review. S/he assists in the training of junior auditor(s) by providing them with on the job training and assisting them in solving problems on the spot.
- Follow up on the progress of implementation of recommendations and directions to the Board of Directors on regulatory matters.
- Take part in the divisional risk assessment process and heighten awareness of major exposures, loss potential, and /or transactional anomalies and facilitate discussions of practical ways to manage or avoid risks.
- Review operations and programs to ascertain whether results are consistent with established objectives and goals.
- Perform any other relevant duties as may be assigned by superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelor Degree or equivalent qualification in geology, civil, water or electrical engineering from a recognised University.
- At least three (3) years relevant working experience in one of sectors regulated by EWURA i.e electricity, petroleum, natural gas and water and sewerage.
- Possession accounting background is desirable but not a must.

- Demonstrate high standards of conduct and ethics as well as appropriate judgment, independence and discretion.
- Excellent analytical and ability to propose well founded conclusions.
- Ability to think and apply creative and constructive thinking to audit recommendations for improvement to internal processes, controls, procedures and policies.

2. CORPORATE AFFAIRS DIVISION

Post Title:	Principal Accountant – One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Finance and Administration Manager

The Principal Accountant will be responsible for assisting the Finance and Administration Manager in handling expenditure and revenue functions which include verification of payment to suppliers and levy payable to the Authority from different regulated suppliers.

Main Duties and Responsibilities

- Assist the Finance and Administration Manager in the verification of revenue from all Regulated Suppliers.
- Assist in the preparation of revenue and expenditure budget, monitors trends, and advises Management accordingly.
- Oversees the writing of all accounting books
- Oversees the preparation of the payroll and ensures that staff emoluments abide by statutory requirements and laid down remuneration policies and procedures.
- Ensures that all payments are made in accordance with financial regulations and the approved budget.
- Manages the creditors' accounts – verifying invoices for payment, ensuring expenditures are charged to appropriate accounts, and that payments are made in accordance with the payments schedule.
- Prepares periodic reports on the status of revenue and expenditure trends.
- Assist the Finance and Administration Manager in the production of Final Accounts and attending external audit queries.
- Perform any other relevant duties as may be assigned by superiors from time to time.

Academic Qualifications and Experience

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 Associate Certified Public Accountants (CPAs).
- Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software.
- A strong background of International Financial Reporting Standards (IFRS) and good knowledge of Public Sector Accounting and Reporting Principles.
- Working experience of not less than five (5) years in a senior finance position preferably in the public institution.
- Demonstrate high standards of conduct and ethics.

Post Title: Assistant 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 All Authority's records.

Main Duties and Responsibilities

- To control and keep safely both incoming and outgoing mail registers.
- To assist with filing and files retrieval.
- Receiving and registering incoming and outgoing mails.
- Circulating incoming mails for pre-viewing and to ensure follow up of previewed ones for prompt circulation to action officers.
- Keep record of Bring Up facility and circulating files to action officers.
- To prepare morning (daily marking) lists from all action officers.
- Assist with files and records repair.
- Perform any other relevant duties as may be assigned by superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Form IV with Certificate in Records Management from an accredited institution.
- Computer literate will be an added advantage.
- Relevant work experience of not less than three (3) years in a government institution registry/environment.

3. LEGAL DIVISION

Post Title: Principal Legal Officer – One Post
Reporting to: Manager Licensing and Enforcement
Duty Station: EWURA Head Office – Dar es Salaam

Basic Functions:

The Principal Legal Officer will assist the Manager Licensing and Enforcement in overseeing the Authority's licensing obligation to the regulated suppliers, and monitor compliance to the Rules and Orders issued by the Authority including attending to any litigation instituted by or against the Authority.

Principal Duties and Responsibilities:

- Assist the Legal Manager-Licensing and Enforcement in dealing with licensing and enforcement issues;
- Conducting research on compliance monitoring and enforcement;
- Assist the Legal Manager in handling all litigation involving the Authority, including preparing defense and other legal instruments;
- To assist the Legal Manager in dispute resolution process between service providers and consumers by reviewing submissions, recording proceedings and preparation of awards;
- Evaluation of license applications, conducting physical inspection to enforce compliance and make follow up against non-compliant firms/individuals;
- Responsible in collection and compilation of data of all regulated suppliers; and
- Carry out such other duties as assigned by the Director of Legal Services.

Academic Qualifications and Experience

- Bachelor degree in Law (LL.B) from a recognized university. Possession of postgraduate qualifications will be an added in advantage;

- Must possess a minimum of six (6) years of relevant experience in a reputable organization;
- Sound knowledge in energy and water sectors;
- Experience in regulatory matters, EWURA Act, sector legislation, and government policy will be an added advantages; and
- Must be registered as Advocate of the High Court of Tanzania.

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

The Legal Officer will assist in the sector specific issues of Consumer Complaint.

Main Duties and Responsibilities

- Making follows ups to Attorney Generals Chambers, Parent Ministry, Sector Ministries and other Government Departments and Institutions.
- Conducting research on various legal matters as shall be assigned by his/her supervisors.
- Drafting and reviewing some legal documents like the leases, contracts, rules, conventions, orders, awards, treaties and declarations.
- Initiating and facilitating the publication of orders, rules and awards including ensuring the safe custody of the same.
- Providing secretarial services to the Government Consultative Council, Division of the Authority and the Internal Review Committee as the case may be.
- Assisting in dispute resolution process between service providers and consumers by reviewing submissions, attending and recording proceedings and drafting awards; and
- Carry out such other duties as may be assigned by the Director, Legal Services.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelor Degree in Law (LL.B) from a recognized university.
- Must possess a minimum of three (3) years of relevant experience in a reputable organization.
- Sound knowledge in energy and water sectors.
- Experience in regulatory matters, EWURA Act, sector legislation, and government policy will be an added advantages.

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

4. REGULATORY ECONOMICS DIVISION

Post Title:	Principal Statistician - One Post
Reporting to:	Manager, Financial Analysis and Modeling
Duty Station:	EWURA Head Office, Dar es Salaam

The Principal Statistician will interface with Commercial Managers in the Division of Electricity, Petroleum, Water and Natural Gas sectors on matters related to information systems. The Principal Statistician will play a key role in data operations and management including data retrieval, analysis and interpretation.

Main Duties and Responsibilities

- Carryout statistical analysis on selected issues in the regulated sectors and make any recommendations warranted to ensure that the public interest is protected.
- Monitor market trends and conditions to detect market irregularities in the regulated sectors and notices for public consumption.
- Collection and compilation of data that will assist in the preparation of expert opinion for regulatory decision.
- Preparation of analytical reports on topics of current importance in the sectors regulated by EWURA based on sound statistical techniques.
- Maintain useful statistical database for all regulated sectors; and
- Perform any other duties as may be required.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelor Degree in Statistics from recognized university.
- Masters Degree/Postgraduate Diploma in Statistics will be an added advantage.
- Strong data analysis and research skills, including both qualitative and quantitative research methods.

- Technical training in data management with Ms Excel, Ms Access and APSS or SAS or STATA.
- Strong knowledge in any sector regulated by EWURA will be an added advantage.
- Demonstrated ability to make public presentations, good communications skills, including fluency in spoken and written English.
- Computer literate with knowledge in Records Management Systems.
- Relevant work experience of not less than five (5) years in a reputable organization.

5. ELECTRICITY DIVISION

Post Title:	Chief Electricity Inspector - 1 Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Technical Manager - Electricity

The Inspector shall be responsible for arranging with other staff of EWURA to undertake the joint inspections, or cause to be carried out an inspection by independent contracted inspectors. The aspirant must be mature with excellent interpersonal skills, well motivated and organized.

Main Duties and Responsibilities

- Draw inspections plans on quarterly basis from the over-all annual inspection plan.
- Carry out inspect of construction of electricity facilities and works for licensee or permit holders, and those that need to be inspected from approved codes of practice, including industrial and commercial business premises.
- Inspect existing electricity facilities to ensure conformity with regulations and industry standards, including electricity generating plants, and power transmission and distribution facilities.
- Test metering facilities of regulated services with the view to determine and ensure accuracy and adequacy of the facilities.
- Undertake inspection as part of an investigation for non-compliance with the law or orders issued by the Authority.
- Inspect and test goods that do not meet the required standards, where necessary in conjunction with the Fair Competition Commission (FCC).

- Undertake or cause to be carried out inspection to investigate causes of accidents related to electricity facilities.
- Provide information related to inspection, including legal requirements, standards, and test equipment for carrying out the inspections.
- Supervise work of outsourced inspectors engaged by the Authority to undertake such an assignments on behalf of the Authority.
- Cooperate with other inspectors when required as part of the team dealing with matters of electricity supply services.
- Prepare reports on findings of individual inspections including reviewing reports undertaken by other inspectors.
- Compile periodic reports as shall be required.
- Perform any other relevant duties as may be assigned by superiors from time to time.

Academic Qualifications and Experience

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

- Bachelor 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 sufficient knowledge and skills to undertake the inspection supervision.
- Minimum of five (5) years working experience in the Power Sector or Electrical Installation Industry.
- Proven hands-on experience in installation or overseeing electricity supply facility, and the use of various test equipment is mandatory.
- Computer literacy and proficiency in word processing, worksheets and power-point presentations.
- Command good communication skills including proficiency in written and spoken English
- Ability to supervise others and work independently.

6. PETROLEUM DIVISION

Post Title:	Principal Commercial Officer - Petroleum – One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Commercial Manager - Petroleum

The Principal Commercial Officer will be responsible for assisting the Commercial Manager in day to day petroleum trading activities

Main Duties and Responsibilities

- To assist in the establishment and maintenance of the National Petroleum Information System (NPIS) and the Central Registry of Petroleum Operations (CRPO).
- To prepare, monitor, analyze and prepare periodic reports on local petroleum products prices and compare with the world market prices.
- To collect, analyse and maintain weekly petroleum products stocks data and expected petroleum imports data from oil marketing companies.
- To follow up and raise bill for EWURA levy on petroleum products.
- To monitor pertinent petroleum trading activities including petroleum products consumption data by type, region, activity etc to help in national planning. Also monitor the stocks in the world and major markets that may affect local market.
- Perform any other relevant duties as may be assigned by superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- A holder of a first degree in Engineering, Economics, Accountancy or Marketing from a recognized University.
- Not less than ten (10) years experience working in similar assignment to those specified above.
- Previous and proven history of working in the petroleum industry.
- Excellent oral/written communication, interpersonal and organizational skills.
- Knowledge and Competence in Information and Communications Technology (ICT) application.

Post Title:	Petroleum Inspector – Commercial – One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Senior Commercial Officer – Petroleum

The Petroleum Inspector will be responsible for assisting the Senior Commercial Officer in day to day petroleum trading activities.

Main Duties and Responsibilities

- To liaise with Tanzania Ports Authority (TPA), Tanzania Revenue Authority (TRA) and Oil Marketing Companies (OMC's) on the submission of data and information regarding arrivals of petroleum cargo ships and recording discharged volume of petroleum products for each importation by each company.
- To keep record of oil companies' stocks at deposits and wholesale and retail stations sales as required.
- To collect data on wholesale and retail prices at regular intervals (weekly, monthly) and as and when required.
- To establish a databank of persons involved in carrying out petroleum business including consumer installations (big farmers, mining companies, industries etc.), transport and LPG retailers.
- To reconcile monthly stock imports and monthly levy payment by importers of petroleum products and blending facilities.
- To follow-up on all regulated suppliers in the petroleum sector ensuring they comply with guidelines for submission of financial information as provided in relevant legislation.
- Perform any other relevant duties as may be assigned by superiors from time to time.

Academic Qualifications and Experience

The ideal candidate for this position should have:

- Bachelors Degree in science subjects, Economics, Accountancy or Marketing from a recognized University.
- Not less than five (5) years experience working in similar assignments to those specified above.
- Previous and proven history of working in Petroleum Industry.

- Excellent oral/written communication, interpersonal and organizational skills.
- Knowledge and Competence in Information and Communications Technology (ICT) application.

7. NATURAL GAS DIVISION

Post Title:	Principal Engineer – Gas Processing and Transmission - One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Natural Gas Transmission Manager

The Principal Engineer shall be Responsible for technical and safety regulation of natural gas processing and transmission activities. He/she will conduct field inspection and performance monitoring of the levels of investments; quality of services; benchmarking aspects; compliance to code of practices, standards and legislation; and Health, Safety and Environmental (HSE) matters.

Main Duties and Responsibilities

- Report to and work under the direction of the Gas Transmission Manager.
- Provide professional advice and analytical support to the Gas Transmission Manager.
- Provide support and direction to subordinate staff to develop new methodologies and improve existing regulatory methods.
- Participate in developing relevant code of practices and the evaluation of natural gas processing and transmission projects.
- Work with the Natural Gas Transmission Manager to ensure that all gas facilities meet the physical requirements of operational standards and conditions.
- Collect, verify, analyse and store the regulatory information in user friendly manner.
- Summarize and report results of performance monitoring and field inspections.
- Comply with safety standards while conducting inspections through proper handling of potentially hazardous chemicals in the workplace.

Academic Qualifications and Experience

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

- B.Sc. or higher degree in Civil, Natural Gas, Geology/Petroleum, Chemical and Processing, Mechanical or Environmental Engineering.
- Possession of MBA shall be an added advantage.
- Professional Registration as an Engineer.
- The candidate must have at least five (5) years of relevant experience in:
 - downstream natural gas industry;
 - the operations of natural gas facilities; and
 - handling HSE matters in infrastructural projects.
- Must be familiar with the theory and fundamentals of natural gas.
- Must possess a good command in computer applications.
- Must demonstrate to possess profound communication skills.
- Ability to work long hours and under pressure to meet deadlines.
- Ability to walk long distances.

Post Title:	Principal Engineer – Gas Distribution and Supply - One Post
Duty Station:	EWURA Head Office Dar es Salaam
Reporting to:	Natural Gas Distribution Manager

The Principal Engineer shall be responsible for technical and safety regulation of natural gas distribution and supply activities. He/she will conduct field inspection and performance monitoring of the levels of investments, quality of services, pricing, benchmarking aspects, compliance to code of practices, standards, legislation and Health, Safety and Environmental (HSE) matters.

Main Duties and Responsibilities

- Report to and work under the direction of the Gas Distribution Manager.
- Provide professional advice and analytical support to the Gas Distribution Manager.
- Provide support and direction to subordinate staff to develop new methodologies and improve existing regulatory methods.

- Participate in developing relevant code of practices and the evaluation of natural gas distribution and supply projects.
- Work with the Natural Gas Distribution Manager to ensure that all gas facilities meet the physical requirements of operational standards and conditions.
- Collect, verify, analyse and store the regulatory information in user friendly manner.
- Summarize and report results of performance monitoring and field inspections.
- Comply with safety standards while conducting inspections through proper handling of potentially hazardous chemicals in the workplace.

Academic Qualifications and Experience

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

- B.Sc. or higher degree in Civil, Natural Gas, Geology/Petroleum, Chemical and Processing, Mechanical or Environmental Engineering.
- Possession of MBA shall be an added advantage.
- Professional Registration as an Engineer.
- The candidate must have at least five (5) years of relevant experience in:
 - downstream natural gas industry;
 - the operations of natural gas facilities; and
 - handling HSE matters in infrastructural projects.
- Must be familiar with the theory and fundamentals of natural gas.
- Must possess a good command in computer applications.
- Must demonstrate to possess profound communication skills.
- Ability to work long hours and under pressure to meet deadlines.
- Ability to walk long distances.

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 years 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 at least two referees should be addressed to reach the under-mentioned by **16th August, 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
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Samora Avenue, 6th Floor, Harbor View Towers
(Former JM Mall Building)
P O Box 72175
DAR ES SALAAM**