

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. OFFICE OF THE DIRECTOR GENERAL

Post Title: Director of Internal Audit – One Post
Duty Station: EWURA Head Office – Dar es Salaam
Reports to: Director General

The Director of Internal Audit reports functionally to the Board of Directors and to the Director General on administrative matters. The Directorate assists the Board and Management in instituting effective internal control system, risk management and good governance processes.

Main Duties and Responsibilities:

- a) To formulate, present for the Board's approval and implement internal audit policies which are in line with the Authority's regulatory function.
- b) To coordinate risk assessment on EWURA operations, advising the Authority on possible risk factors and designing appropriate control/mitigating measures;
- c) To advise the Authority on possible risk factors and design appropriate control/mitigating measures;
- d) To prepare and implement an internal audit plan that provides quality assurance;
- e) To review and advise on compliance of existing laws on operations of the Authority;

- f) To validate whether results of operations are consistent with established and approved budget by performing operational reviews and appraising the economy, efficiency and effectiveness with which resources are employed;
- g) To carry out examination of financial accounting and supporting documents to ensure compliance with the existing financial regulations;
- h) To evaluate the effectiveness of existing system of internal control and recommend appropriate improvement;
- i) To identify and recommend relevant policies that ensures the Authority's assets are properly accounted and safeguard from loss;
- j) To prepare and submit periodic internal audit reports;
- k) To conduct and supervise investigation of special assignments;
- l) To effectively administer all resources allocated to the Directorate, including offering technical and operational support to staff members in the Division; and
- m) To undertake any other duties as assigned by the Director General and/or Board of Directors.

Academic Qualifications and Experience

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

- a) University Degree/ Advanced Diploma majoring in Accounting or finance from a recognized higher learning institution;
- b) Masters degree majoring in Accounting or Finance;
- c) 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 Associate Certified Public Accountants (ACPAs) or Associate Certified Public Accountant in Public Practice (ACPA-PPs) or Fellow Certified Public Accountants (FCPAs);
- d) Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software;
- e) A strong background of International Financial Reporting Standards (IFRS) and good knowledge of Public Sector Accounting and Reporting Principles; and
- f) Not less than eight (8) years work experience in relevant fields out of which three (3) years should be in senior audit position.

Post Title: Manager, Procurement Management – One Post
Duty Station: EWURA Head Office – Dar es Salaam
Reports to: Director General

Reporting to the Director General, Manager Procurement Management will be the Head of Procurement Management Unit (PMU) and Secretary to the Tender Board. He/she will administer resources allocated to PMU; provide technical and operational advice to the Authority to ensure conformity with Public Procurement Act, its Regulations and Public Procurement Regulatory Authority (PPRA) Guidelines.

Main Duties and Responsibilities:

- a) To prepare, coordinate and implement Annual Procurement and disposal plans;
- b) To prepare and present periodic reports to the Tender Board;
- c) To ensure conformity with the Public Procurement Act, its regulations and guidelines;
- d) To advise the Authority on all matters pertaining to procurement;
- e) To review and evaluate procurement requirements and recommend appropriate alternative procedures;
- f) To act as the Secretary to the Tender Board;
- g) To coordinate preparation of tender bidding documents;
- h) To review, quality-check and clear tender evaluation reports;
- i) To conduct training in procurement and contract management;
- j) To validate authenticity of payment certificates and invoices;
- k) To coordinate development and review of policies relevant to procurement function;
- l) To effectively administer all resources allocated to the Department, including offering technical and operational support to staff members in the Divisions; and
- m) To undertake any other related duties as may be assigned by the Director General.

Academic Qualifications and Experience

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

- a) Bachelor Degree or equivalent qualifications in Materials Management, Engineering, Architecture, Law, Quantity Surveying or any related fields with proven specialization or coverage in procurement;
- b) Masters Degree or Postgraduate Diploma in any of the field or Business Administration will be an added advantage;
- c) Must be registered by appropriate Professional Bodies;
- d) Knowledge and Competence in Information and Communications Technology (ICT) applications; and
- e) Not less than six (6) years work experience in relevant field in a reputable institution(s) out of which three (3) years should have served as procurement specialist.

Post Title: Manager, Communications and Public Relations – One Post
Duty Station: EWURA Head Office – Dar es Salaam
Reports to: Director General

Manager, Communication and Public Relations will ensure that the Authority maintains a positive image in external and internal environments. He/she is expected to strengthen Public Awareness Campaign in order to enhance public knowledge and understanding of the rights and obligations of consumers and regulated suppliers.

Main Duties and Responsibilities:

- a) To ensure that the Authority builds and maintains good relationship with the Public and stakeholders;
- b) To determine the most effective ways to communicate with different segments of the community;
- c) To coordinate and facilitate issuance of press releases, prepare information media kits and develop and maintain information for uploading on internet and intranet web pages;
- d) To publicize and promote EWURA by creating awareness through producing publicity materials;
- e) To prepare and organize special events and functions of interest to EWURA;
- f) To monitor the media for news and information that either relate to or may impact the Authority;

- g) To formulate policies and procedures related to public information programs;
- h) To develop/review public awareness programme and information communication strategy for the Authority;
- i) To establish and maintain effective working relationship with media;
- j) To respond to the enquiries from the media and general public;
- k) To facilitate production of in-house publicity and promotional materials, films and other video products and regulate their distribution;
- l) To effectively administer all resources allocated to the Department, including offering technical and operational support to staff members in the Divisions; and
- m) To undertake any other related duties as may be assigned by the Director General.

Academic Qualifications and Experience

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

- a) Bachelor degree in Social Science, Mass Communication or Journalism from a recognized university;
- b) Masters Degree or Postgraduate qualifications in any field will be an added advantage;
- c) Knowledge and Competence in Information and Communications Technology (ICT) applications; and
- d) Not less than six (6) years work experience in media industry as a Journalist out of which three (3) years must have worked as an Editor using the English a working language.

2. PETROLEUM DIVISION

Post Title: Director of Petroleum – One Post
Duty Station: EWURA Head Office – Dar es Salaam
Reports to: Director General

The Director of Petroleum will be responsible for technical regulation of downstream petroleum sector in accordance with the requirement of the law. Effectively the Director is expected to ensure safety and environmental enforcement functions as well as performance and business practice monitoring functions in the sector are carried out efficiently.

Main Duties and Responsibilities:

- a) To oversee effective and efficient application of provisions of the Petroleum Act in order to ensure technical, commercial, safety and environmental aspects of petroleum sector are in conformity with provision of the Act and Good Petroleum Industry Practices;
- b) To ensure optimal provision of economic, technical, safety and environmental inputs to regulating and controlling the distribution and sale of petroleum;
- c) To ensure the process of reviewing, issuing, renewing and revoking licenses for petroleum products is carried out in accordance with the requirement of the law and accepted standards;
- d) To assist responsible divisions in reviewing and fixing tariffs, testing fees, Levies and prices for petroleum products;
- e) To ensure sampling, testing, importation, landing, loading, shipping, transporting, storing and other licensed activities and facilities in respect of petroleum products are carried out as per provision of Petroleum Act;
- f) To monitor and enforce safety aspects for petroleum supply chain;
- g) To advise stakeholders, including the Government, on the technical issues in the regulation of the petroleum sector;
- h) To ensure there is regulatory cooperation with other competent authorities and relevant key players in the private sector;
- i) To maintain good working relationships with other divisions, directorates and units as well as external stakeholders;
- j) To effectively administer all resources allocated to the Division, including offering technical and operational support to staff members in the Division; and
- k) To undertake any other related duties as assigned by the Director General.

Academic Qualifications and Experience

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

- a) University Degree in Geology, Engineering (Petroleum or Chemical Processing) or Earth Science from a recognized University;
- b) Masters Degree in Geology, Engineering (Petroleum or Chemical Processing) or Earth Science;
- c) Additional Postgraduate qualifications in other fields such as Business Administration will be an added advantage;
- d) Knowledge and Competence in Information and Communications Technology (ICT) applications; and
- e) Minimum of eight (8) years experience in senior positions in the petroleum industry.

3. DIRECTORATE OF REGULATORY ECONOMICS

Post Title: Manager Economic Analysis and Research – One Post

Duty Station: EWURA Head Office – Dar es Salaam

Reports to: Director of Regulatory Economics

The Manager, Economic Analysis and Research will be responsible for carrying out tariff/price setting, performance monitoring and research functions in the regulated sectors under the direction of the Director of Regulatory Economics.

Main Duties and Responsibilities:

- a) To provide support to coordinating and monitoring of market competition trends in view of the Regulated Sectors;
- b) To provide support in ensuring quality maintenance of database for statistical and economic regulation information;
- c) To develop and implement economic models to cater for specific agendas;
- d) To provide support in monitoring performance of the Regulated Sectors in terms of level of investment, availability of Regulated Services, cost of services and level of efficiency in production and distribution of the required services;
- e) To participate in tariffs/prices setting and/ or review and enforce condition to operators in the Regulated Sectors in order to institute financial discipline and efficiency;

- f) To provide support in benchmarking utilities' performance over time with one another or peers to assess their productivity, indirect costs, return and growth, utility staffing, funding from development partners;
- g) To provide support in advising stakeholders on economic regulation and policy matters;
- h) To provide support in ensuring continuous provision of policy analysis services and support to different aspects of the Authority's undertaking, especially Regulated Sectors;
- i) To provide support in coordinating, monitoring and evaluating integrated business planning process for the whole Authority;
- j) To undertake any other duties as assigned by the Director of Regulatory Economics.

Academic Qualifications and Experience

The ideal candidate should have the following qualifications and experience:

- a) University Degree in Economics or Statistics from a recognized university;
- b) Masters Degree or Postgraduate qualifications in Economics or Business Administration will be added advantage;
- c) Knowledge and Competence in Information and Communications Technology (ICT) applications; and
- d) Not less than six (6) years work experience in the relevant field. Out of which three (3) years should be in senior position in any of the regulated sectors.

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 **17th February, 2012**.

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**