

7<sup>TH</sup> Floor, LAPF Pension Fund Tower, Opposite Makumbusho Village, Kijitonyama

P O Box 72175, Dar es Salaam, Tanzania

Tel: +255-22 2923513-18; Fax: +255-22 2923519

Email: [jobs@ewura.go.tz](mailto:jobs@ewura.go.tz)

Website: <http://www.ewura.go.tz>

## Employment Opportunities

*The Energy and Water Utilities Regulatory Authority (EWURA) is an independent, world class regulatory authority responsible for licensing, tariff setting and quality of service regulation of the electricity, water, and petroleum and natural gas sectors. EWURA has the following vacancies for which suitably qualified Tanzanian citizens are invited to apply.*

### 1. DIRECTOR GENERAL'S OFFICE

#### 1.1 Post Title: Zonal Manager – 1 post

**Duty Station:** EWURA Office - Southern Highlands Zone (Mbeya)

**Reports to:** Director General

The Zonal Manager will be responsible for administration of day to day activities of Zonal Office and carrying out the coordination of monitoring of regulated services with a Zone.

#### **Duties and responsibilities:**

- i) To ensure that customer complaints are handled properly;
- ii) To provide support in ensuring timely and effective provision of financial and administrative services to the zonal office.
- iii) To provide support in overseeing prudent management of the Authority's resources at zonal offices, including to keep records on their utilization
- iv) To monitor compliance inspections to regulated suppliers as may be directed by Divisional Directors;
- v) Conduct pre-licence inspections and monitor compliance to license terms and conditions as may be directed by Divisional Directors;
- vi) Provide support to the awareness and public education activities in the zone;
- vii) Act as spokesman of the zonal office under the direction of his/her superiors; and
- viii) To undertake any other duties as assigned by his/her superiors.

#### **Minimum Academic Qualifications and Experience**

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

- i) University Degree in Law, Business Administration, General Management, Economics or Engineering.

- ii) Possession of Master degree or Post graduate qualifications in any of the above mentioned fields.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iv) Knowledge and familiarity in Regulated Sectors will be an added advantage
- v) Possession of at least six (6) years working experience in relevant fields.

**1.2 Post Title: Senior Communication and Public Relations Officer - 1 Post**  
**Duty Station: EWURA Head Office – Dar es Salaam**  
**Reports to: Principal Communication and Public Relations Officer**

Senior Communication and Public Relation Officer will be responsible for providing support to ensuring that the good relationship with stakeholders is maintained and upholding the image of the Authority through continuous awareness programs.

**Duties and Responsibilities:**

- i) To provide support to ensuring that the Authority builds and maintains good relationship with the Public and stakeholders
- ii) To assist in determining the most effective ways to communicate with different segments of the community
- iii) To provide support to coordination and facilitation of issuance of press releases, prepare information media kits and develop and maintain information for uploading on internet and intranet web pages
- iv) To provide support to publicizing and promoting EWURA by creating awareness through producing publicity materials
- v) To participate in preparation and organization of special events and functions of interest to EWURA
- vi) To provide support in monitoring the media for news and information that either relate to or may impact the Authority
- vii) To assist in formulating policies and procedures related to public information programs
- viii) To provide support in establishing and maintaining effective working relationship with media
- ix) To provide support in facilitating production of in-house publicity and promotional materials, films and other video products and regulate their distribution.
- x) To effectively supervise and guide members of staff reporting on the job.
- xi) To undertake any other duties as assigned by the supervisor

**Minimum Academic Qualifications and Experience**

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

- i) Bachelor degree in Social Science, Mass Communication or Journalism from a recognized university;

- ii) Knowledge and Competence in Information and Communications Technology (ICT) applications; and
- iii) Not less than Five (5) years work experience in Public Relation, Journalism or Diplomacy.
- iv) Experience in media industry as an editor will be an added advantage.
- v) Excellent interpersonal and communication skills;

## **2. LEGAL SERVICES DIVISION**

### **2.1 Post Title: Director of Legal Services – 1 post**

**Duty Station: EWURA Head Office – Dar es Salaam**

**Reports to: Director General**

Director of Legal Services will be responsible for providing legal services to the Authority, receiving and processing complaints and concerns from regulated suppliers and consumers and general public.

#### **Main Duties and Responsibilities:**

- i) To interpret all regulatory legislation and other legal documents
- ii) To periodically review the Authority's license rules, regulation and procedures to ensure consistency with the relevant legislation
- iii) To draft and update concession, lease and license agreements in the regulated sectors
- iv) To establish and manage the review and appeals procedure and enforce legal actions
- v) To represent the Authority in matters of litigation
- vi) To manage implementation of laws, regulations, rules, contracts, agreements and other legal instruments
- vii) To conduct research on legislation and other legal aspects pertaining to regulated sectors and the role and functions of the Authority
- viii) To work closely with all divisions, divisions and departments to ensure compliance with the law and laid down procedures
- ix) To manage and coordinate customer service function, including complaints from customers and stakeholders
- x) To maintain good working relationships with other divisions, divisions and units as well as external stakeholders
- xi) To effectively administer all resources allocated to the Division, including offering technical and operational support to staff members in the Division
- xii) Secretary to the Board of Directors.
- xiii) To undertake any other duties as assigned by the Director General.

#### **Minimum Academic Qualifications and Experience**

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

- i) University degree in laws (LL.B) from a recognized university
- ii) Master degree in law or any additional post graduate qualifications in the field or others such as Business Administration.
- iii) Admission to the Bar is a must.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) application.
- v) Possession of at least ten (10) years working experience in relevant fields. Three (3) of which should be in senior position.
- vi) Knowledge and experience in regulation matters will be an added advantage.

## **2.2 Post Title: Manager- Licencing and Enforcement – 1 Post**

**Duty Station: EWURA Head Office – Dar es Salaam**

**Reports to: Director of Legal Services**

Manager- Licencing and Enforcement will be responsible for ensuring the licensing function of the Authority is carried out according to the prescribed rules and regulation and ensure the enforcement of regulatory decisions.

### **Main Duties and Responsibilities:**

- i) To provide support in interpreting all regulatory legislation and other legal documents
- ii) To periodically assist review the Authority's license rules, regulation and procedures to ensure consistency with the relevant legislation
- iii) To provide support in drafting and updating concession, lease and license agreements in the regulated sectors
- iv) To provide support in establishing and managing the review and appeals procedure and enforce legal actions
- v) To provide support in representing the Authority in matters of litigation
- vi) To provide support in implementing laws, regulations, rules, contract, agreements and other legal instruments
- vii) To provide support in conducting research on legislation and other legal aspects pertaining to regulated sectors and the role and functions of the Authority
- viii) To undertake any other duties as assigned by the supervisor.

### **Minimum Academic Qualifications and Experience**

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

- i) University degree in law (LL.B) from any recognized University.
- ii) Admission to the Bar is a must
- iii) Master's degree in law (LL.M) or a Post graduate qualification in business administration or other relevant field.

- iv) Knowledge and Competence in Information and Communications Technology (ICT) application
- v) Knowledge and familiarity in Regulated Sectors will be an added advantage
- vi) Possession of at least seven (7) years working experience in relevant fields.

### **2.3 Post Title: Zonal Customer Services Officer – 3 Posts**

**Duty Station: EWURA Zone Offices (Mbeya, Dodoma and Arusha)**

**Reports to: Zonal Manager**

Zonal Customer Service Officer will be primarily responsible for handling complaints from customers in the Zonal Office in accordance with the established guidelines and procedures.

#### **Duties and Responsibilities:**

- i) To receive, record and manage complaints received in a zone
- ii) To follow up and ensure that all received complaints are attended.
- iii) To follow up and ensure that all complainants receive feedbacks on their concerns within the prescribed time.
- iv) To undertake field visits to follow up on complaints.
- v) To manage and store all received complaints.
- vi) To assist in facilitating public awareness campaigns on the Authority's complaint handling facility.
- vii) To participate and provide inputs to consumer complaints hearing sessions.
- viii) To assist in providing customer service related inputs to drafting of various legal instruments.
- ix) To undertake any other duties as assigned by the supervisor.

#### **Minimum Academic Qualifications and Experience**

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

- i) Possession of University Degree in Law, Business Administration, General Management, Economics or Engineering.
- ii) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application.
- iii) Possession of Knowledge and familiarity in Regulated Sectors will be an added advantage
- iv) Possession of at least five (5) years working experience in relevant field.

### **3. WATER AND SANITATION DIVISION**

#### **3.1 Post Title: Director of Water and Sanitation – 1 Post**

**Duty Station: EWURA Head Office – Dar es Salaam**

**Reports to: Director General**

Director of Water and Sanitation will be responsible for overseeing, coordinating and monitoring of the Water regulated sectors.

#### **Main Duties and Responsibilities:**

- i) To oversee effective and efficient application of the Authority's mandate in respect of the Water Sector as per the EWURA Act and the Water Supply and Sanitation Act and good industry practices.
- ii) To ensure optimal provision of economic, technical, safety and environmental inputs to regulating and controlling the distribution and sale of water and sanitation services
- iii) To ensure the process of reviewing, issuing, renewing and revoking licenses for water and sewerage services is carried out in accordance with the EWURA Act, Water Supply and Sanitation Act and accepted standards
- iv) To establish standards relating to equipment attached to the water and sanitation services
- v) To review, for updating, and advise on the entire water and sewerage licensing process, including fixing and applying for application and licence fees, reviewing terms and conditions of licenses and tariffs, reviewing and advising on tariffs and prices of water and sewerage services, advising on rules for terms and conditions of licenses for supply of water and sewerage services to consumers
- vi) To monitor the performance of the water utilities in relation to levels of investment, availability, water and waste water quality, efficiency in production and distribution, quantity and standard of services.
- vii) To promote of least-cost investment and security of supply for the benefit of consumers.
- viii) To promote the development of water supply and sanitation services in accordance with recognized international standard practices and public demand.
- ix) To initiate and conduct investigations in relation to the quality of water and standards of services given to consumers
- x) To conduct studies necessary for administrative or management purposes
- xi) To advise stakeholders, including the Government, on the technical area.
- xii) To maintain good working relationships with other divisions, divisions and units as well as external stakeholders

- xiii) To effectively administer all resources allocated to the Division, including offering technical and operational support to staff members in the Division
- xiv) To undertake any other duties as assigned by the Director General.

### **Minimum Academic Qualifications and Experience**

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

- i) Possession of Bsc. In (Environmental Engineering, Civil and Water Resources Management Engineering, Municipal and Industrial services Engineering) from a recognized University.
- ii) Possession of Master Degree in Engineering (Water Resources Management, Municipal Water and Infrastructure), Business Administration or any other related field.
- iii) Must be registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iv) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application
- v) Possession of at least eight (8) years working experience in relevant field out of which three (3) should be in senior management position.
- vi) Knowledge and familiarity in regulated sector will be an added advantage.

### **3.2 Post Title: Senior Commercial Officer-Water and sanitation – 1 Post Duty Station: EWURA Head Office – Dar es Salaam Reports to: Principal Commercial Officer – Water and Sanitation**

Senior Commercial Officer-Water and sanitation will be responsible for providing support in the provision of economic regulation of the regulated sector

#### **Main Duties and Responsibilities:**

- i) To participate in the process of overseeing effective and efficient application of provisions of the Water Supply and Sanitation Act in order to ensure that commercial aspects of water and sanitation sector are in conformity with provision of the Act and good industry practices.
- ii) To participate in ensuring optimal provision of economic inputs to regulating and controlling the distribution and sale of water supply and sanitation services and regularly monitor market's demand-supply dynamics of water supply and sanitation services and keep track of prices of water supply and sanitation services in national and international markets.
- iii) To participate in review, issuance, renewal and revoking of licenses for water supply and sanitation services in accordance with the Act and accepted standards.
- iv) To initiate designing of effective business models for improving quality of service delivery of water supply and sanitation services.
- v) To monitor and attend service levels and complaints of stakeholders regarding water supply and sanitation services.

- vi) To effectively supervise and guide members of staff reporting on the job.
- vii) To undertake any other duties as assigned by the supervisor.

#### **Minimum Academic Qualifications and Experience**

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

- i) Possession of BSc. In (Environmental Engineering, Civil and Water Resources Management Engineering, Municipal and Industrial Services Engineering) or Economics from a recognized University.
- ii) If the candidate is an Engineer, must be registered with Engineering Registration Board (ERB) as Professional Engineer.
- iii) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application
- iv) Possession of at least five (5) years working experience in relevant field.

### **3.3 Post Title: Commercial Officer – Water and Sanitation– 1 Post**

**Duty Station: EWURA Head Office – Dar es Salaam**

**Reports to: Senior Commercial Officer – Water and Sanitation**

Commercial Officer-Water and sanitation will be responsible for assisting in the provision of economic regulation of the regulated sector.

#### **Main Duties and Responsibilities:**

- i) To organize and prepare meetings and discussions related to issuance and review of licences and setting and reviewing tariffs and prices for water supply and sanitation services.
- ii) To prepare time-based reports on water supply and sanitation services.
- iii) To assist in following-up demand-supply dynamics of water supply and sanitation services nationally and internationally.
- iv) To provide basic inputs to process of initiating designing of effective business models for improving quality of service delivery of water supply and sanitation services.
- v) To follow up on customer experience in respect of services provided in view of water supply and sanitation services.
- vi) To receive and record complaints of stakeholders of water supply and sanitation services and
- vii) To undertake any other duties as assigned by the supervisor.

#### **Minimum Academic Qualifications and Experience**

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

- i) BSc. In (Environmental Engineering, Civil and Water Resources Management Engineering, Municipal and Industrial Services Engineering) or Economics from a recognized University.
- ii) Knowledge and Competence in Information and Communications Technology (ICT) application

- iii) No prior work experience is required but possession of work experience in related fields will be an added advantage.

## **4. CORPORATE AFFAIRS DIVISION**

### **4.1 Post Title: Principal Accountant – 1 Post**

**Duty Station: EWURA Head Office – Dar es Salaam**

**Reports to: Finance and Administration Manager**

Principal Accountant will be responsible for ensuring smooth provision of financial services of the Authority.

#### **Duties and Responsibilities:**

- i) To coordinate provision of support in ensuring timely and effective provision of financial services to the Authority.
- ii) To coordinate monitoring of financial expenditure as per approved budget, procedures and policies.
- iii) To coordinate provision of support in overseeing establishment and application of systems and procedures for finance.
- iv) To collaborate in ensuring that all approved and normal operations pertaining to finance are carried out on time and according to approved budget.
- v) To collaborate in overseeing prudent management of the Authority's resources, including keeping records on their utilization.
- vi) To coordinate preparation of time-based reports on financial performance.
- vii) To coordinate preparation of operating and capital expenditure budgets.
- viii) To collaborate in preparing annual financial statements and provide required support to external auditors.
- ix) To collaborate in controlling, applying and monitoring routine finance functions.
- x) To collaborate in monitoring and controlling all receivable accounts.
- xi) To effectively supervise and guide members of staff reporting on the job.
- xii) To undertake any other duties as assigned by the supervisor.

#### **Minimum Academic Qualifications and Experience**

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

- i) University Degree/ Advanced diploma majoring in accounting or finance from a recognized higher learning institution;
- ii) Master's Degree majoring in accounting or finance or business administration;
- iii) Certified Public Accountant, CPA (T) or ACCA and must be registered with the National Board of Accountants and Auditors (NBAA).

- iv) Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software;
- v) A strong knowledge of International Financial Reporting Standards (IFRS) and Public Sector Accounting and Reporting Principles; and
- vi) Not less than six (6) years' work experience in relevant fields.

#### **4.2 Post Title: Assistant Accountant - 3 Posts**

**Duty Station: EWURA Zonal Offices – Mbeya, Arusha and Dodoma**  
**Reports to: Zonal Manager**

Assistant Accountant cum Administrator will be responsible for ensuring that Zonal Office financial resources are well managed.

#### **Main Duties and Responsibilities:**

- i) To monitor and ensure that all fixed assets and other properties are properly insured;
- ii) To receive/Deposit cash and cheques;
- iii) To prepare and issue cheques, petty cash and other payments and issue receipts for payments made;
- iv) To maintain bank deposits slips, receipt book for all transactions and cheque books for all the Authority Bank Accounts;
- v) To post receipts transactions into EPICOR 9 accounting system;
- vi) To prepare and record all payment vouchers and maintains payment voucher file;
- vii) To record all receipts, journal vouchers, debit notes, and petty cash summary and maintains respective file containing those documents;
- viii) Posting of authorized transactions in the system and ensuring that system records portrays true and updated financial position of the authority on a daily basis;
- ix) To maintain and reconcile all accounts receivable accounts including amounts due from staff to ensure prompt and regular collection of dues;
- x) To maintain and reconcile all accounts payable accounts including statutory dues to ensure correct and timely payment for the goods and services obtained by the Authority;
- xi) To maintain Fixed Assets Register of the Authority;
- xii) To undertake any other duties as assigned by the supervisor.

#### **Academic Qualifications and Experience**

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

- i) Possession of Bachelor degree or advanced diploma in accounting of finance from a recognized higher learning institution;

- ii) Possession of Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting principles will be an added advantage;
- iii) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application;
- iv) Relevant working experience in reputable organization of not less than two (2) years in relevant field.

**4.3 Post Title: Stores cum Assistant Administrative Officer – 4 Posts**  
**Duty Station: EWURA Zonal Offices**  
**Reports to: Zonal Manager**

Stores cum Assistant Administrative Officer will be responsible for carrying out purchases and storage of materials as well as performing administrative and human resources activities at the zonal office

**Main Duties and Responsibilities:**

- i) To ensure proper store management and recording of purchased goods and services.
- ii) To handle zonal office's store as per Authority's financial and accounting procedures manual
- iii) To ensure that office is properly maintained and provided with essential services and supplies
- iv) To ensure zonal office tenancy lease contracts is properly managed and advises the Zonal Manager on issues related to rent and utilities payments
- v) To follow up and ensure that travel arrangements are made, booked and confirmed on time
- vi) To supervise drivers and ensure uninterrupted provision of transport services;
- vii) To supervise maintenance of office equipment and motor vehicles
- viii) To handle transport logistics, issuance of fuel and checks logbooks
- ix) To supervise the zonal office cleanness, courier services and staff welfare,
- x) To carryout out administrative and Human resources management activities in the zone
- xi) To coordinate all corporate events in the zone such as EWURA family day, staff meeting, in house trainings and preparation of official meetings;
- xii) Responsible for day to day management and handling of incoming mails, outgoing mails, storage and retrieval of records.
- xiii) To undertake any other duties as assigned by the supervisor.

**Academic Qualifications and Experience**

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

- i) Possession of diploma in procurement, materials management, human resources management, records management or law from a recognized higher learning institution;
- ii) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application;
- iii) No prior working experience is required but possession of relevant working experience in relevant field will be an added advantage.

#### **4.4 Post Title: Assistant Accountant– 1 Post**

**Duty Station:EWURA Head Office – Dar es Salaam**

**Reports to: Accountant**

Assistant Accountant will provide assistance on the financial functions of the Authority in order to increase effectiveness and efficient to the delivery of regulatory service.

#### **Main Duties and Responsibilities:**

- i) To prepare, record and file all payment vouchers
- ii) To prepare, record and file all credit notes
- iii) To record all receipts, journal vouchers, debit notes and petty cash summary and maintains respective file containing those documents
- iv) To post all authorized transactions in the system and ensure that system records portray true and updated financial position of the Authority on a daily basis
- v) To maintain and reconcile all accounts receivable including amounts due from staff to ensure prompt and regular collection of dues
- vi) To maintain and reconcile all accounts payable including statutory dues to ensure correct and timely payment for the good and services obtained by the Authority
- vii) To maintain Fixed Assets Register of the Authority
- viii) To undertake any other duties as assigned by the supervisor

#### **Minimum Academic Qualifications and Experience**

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

- i) Possession of Bachelor degree or advanced diploma in accounting or finance from a recognized higher learning institution.
- ii) Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software.
- iii) Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector reporting principles will be an added advantage.
- iv) Possession of (2) years work experience in related field.

#### **4.5 Post Title: Principal Information and Communications Technology Officer–1 Post**

**Duty Station: EWURA Head Office – Dar es Salaam**

**Reports to: Information and Communication Technology Manager**

Principal Information and Communications Technology Officer will be responsible for ensuring that the Authority's Information and Communications Technology systems is constantly maintained and work properly.

#### **Main Duties and Responsibilities:**

- i) To provide advise on suitability of existing and future ICT hardware and software so as to ensure efficient and cost-effective ICT system
- ii) To provide support in planning and development of ICT systems.
- iii) To provide support to design and maintain procedures ,rules and regulation for the development and application of ICT
- iv) To provide support in coordination of development of an in- house database and other programmes to ensure safe custody of data and information
- v) To support programming activities including system designing, documentation of procedures, and operation of computer and peripheral equipment
- vi) To advise on computer training needs for authority employees and;
- vii) To undertake any other duties as assigned by the supervisor

#### **Minimum Academic Qualifications and Experience**

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

- i) University degree or advanced diploma in computer science, information and communication technology or related field with significant competences in computer software applications, operating systems and networking.
- ii) Possession of professional certification such as CISCO, CISA and CISM.
- iii) Possession of Master degree or postgraduate qualifications in a related field.
- iv) Possession of at least six (6) years working experience in the field.

#### **4.6 Post Title: Principal Records Management Officer – 1 Post**

**Duty Station: EWURA Head Office – Dar es Salaam**

**Reports to: Information and Communication Technology Manager**

Principal Records Management Officer will be responsible for monitoring records by ensuring its proper maintenance and retrieval.

**Main Duties and Responsibilities:**

- i) Assist in the formulation, implementation and review of records management policies and procedures;
- ii) Planning and ensuring Electronic Document Management System (EDMS) is in place for all documents including vital and classified ones;
- iii) Resolving problems with Electronic Documents Management Information Systems by effective use of software and other information management resources;
- iv) Participating in preparation and submission of budget estimates for registry services;
- v) Initiating and effecting disposal of files, documents and other records in accordance with set criteria and regulations in place;
- vi) Liaising with Pre-viewing officer with regard to down-grading classified records;
- vii) Ensuring proper storage and management of archives and classified records at all times during working hours;
- viii) Planning and ensuring the operationalization of the Public Access Registry
- ix) Planning, procurement and undertake classification and cataloguing of Library materials
- x) Ensuring reliable library services is provided to internal staff
- xi) To perform any other duties within his knowledge and experience as assigned by the supervisor.

**Minimum Academic Qualifications and Experience**

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

- i) Possession of Bachelor Degree in Records and Archives Management obtained from a recognize institution of higher learning
- ii) Possession of Master degree or Post graduate qualifications in above mentioned field or related field.
- iii) Registration with a recognized professional body will be an added advantage.
- iv) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application.
- v) Possession of at least six (6) years' work experience in the field.

**4.7 Post Title: Assistant Records Management Officer – 1 Post**  
**Duty Station: EWURA Head Office – Dar es Salaam**  
**Reports to: Records Management Officer**

Assistant Records Management Officer will be responsible for assisting in the effective and efficient handling of the records.

**Main Duties and Responsibilities:**

- i) To assist in controlling receipts and recording incoming mails/documents
- ii) To assist retrieving and circulating records/documents and files as may be required by users
- iii) To assist in opening and closing files as need will arise in accordance with the classified system
- iv) To assist in analysing, listing and arranging records/documents in respective file racks/cabinets in the registry
- v) To assist keeping, maintaining and making use of the file movement register so as to track files or other records through the adopted tracking system
- vi) To assist appraising and preparing checklist for dormant records prior to electronic archive
- vii) To undertake any other duties as assigned by the supervisor

**Minimum Academic Qualifications and Experience**

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

- i) Possession of Form IV or VI secondary school with certificate in records management.
- ii) Possession of diploma in records management, media science or library Science will be an added advantage.
- iii) Knowledge and competence in Information and Communications Technology (ICT) application.
- iv) Possession of two (2) years working experience in related field.

**4.8 Post Title: Driver – Zone Office - 4 Posts**  
**Duty Station: Zone Office – Mwanza, Arusha, Mbeya and Dodoma**  
**Reports to: Assistant Accountant cum Administrator**

Driver will be responsible for driving the Authority's motor vehicles and ensures that the vehicle is always in good condition.

**Main Duties and Responsibilities:**

- i) To drive office vehicles as assigned;
- ii) To insure that vehicle are in good condition by making periodic checkup and report any problem to transport office for further action;

- iii) To maintain vehicle records and log sheets for all trips;
- iv) To carry out cleanliness to the vehicle;
- v) To carry any job assigned apart from driving when the other staff working in field;
- vi) To be punctual and be conscious when assigned to a job;
- vii) To obey all traffic laws to safeguard the Authority vehicle;
- viii) To operate the vehicle in a manner consistent with reasonable practices those avoid abuse, theft, neglect or disrespect of the equipment;
- ix) To dispatch official correspondences;
- x) To undertake any other duties as assigned by the supervisor

### **Minimum Academic Qualifications and Experience**

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

- i) Possession of Form IV Certificated with Class C driving license;
- ii) Possession of Trade Test Grade II or Mechanics Certificate from a recognized institution is a required;
- iii) Experience in VIP driving will be an added advantage;
- iv) Possession of not less than three (3) years working experience without causing any accident

## **5. NATURAL GAS DIVISION**

**5.1 Post Title: Senior Engineer – Gas Distribution – 1 Post**  
**Duty Station: EWURA Head Office – Dar es Salaam**  
**Reports to: Principal Engineer – Gas Distribution**

Senior Engineer – Gas Distribution will be responsible for providing support in the monitoring the natural gas infrastructures to ensure efficiency in the natural gas sub-sector.

### **Duties and Responsibilities:**

- i) To participate in process of overseeing effective and efficient application of provisions of the Petroleum (Exploitation and Production) Act and Reservoir Specific Production Sharing Agreements in order to ensure commercial aspects of natural gas sector are in conformity with provision of the Act and good industry practices.
- ii) To participate in ensuring optimal provision of economic inputs to regulating and controlling the distribution and sale of natural gas and regularly monitor market's demand-supply dynamics of natural gas and keep track of prices of natural gas in national and international markets

- iii) To participate in review, issuance, renewal and revoking of licenses for natural gas exploitation, distribution and sale in accordance with the Act and accepted standards
- iv) To initiate designing of effective business models for improving quality of service delivery of natural gas
- v) To ensure consistency of customer experience in respect of services provided in view of natural gas
- vi) To monitor and attend service levels and complaints of stakeholders regarding distribution and sale of natural gas
- vii) To effectively supervise and guide members of staff reporting on the job.
- viii) To undertake any other duties as assigned by the supervisor.

### **Minimum Academic Qualifications and Experience**

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

- i) Bachelor degree Engineering (Gas, Chemical Processing, Mechanical).
- ii) Must be registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application
- iv) Possession of at least five (5) years working experience in relevant fields

### **5.2 Post Title: Senior Engineer – Gas Transmission – 1 Post** **Duty Station: EWURA Head Office – Dar es Salaam** **Reports to: Principal Engineer – Gas Transmission**

Senior Engineer – Gas Distribution will be responsible for monitoring the natural gas industry by ensuring optimal provision of economic inputs to regulating and controlling the distribution and sale of natural gas.

### **Duties and Responsibilities**

- i) To participate in process of overseeing effective and efficient application of provisions of the Petroleum (Exploitation and Production) Act and Reservoir Specific Production Sharing Agreements in order to ensure commercial aspects of electricity sector are in conformity with provision of the Act and good industry practices.
- ii) To participate in ensuring optimal provision of economic inputs to regulating and controlling the distribution and sale of natural gas and regularly monitor market's demand-supply dynamics of natural gas and keep track of prices of natural gas in national and international markets.
- iii) To participate in review, issuance, renewal and revoking of licenses for natural gas exploitation, distribution and sell in accordance with the Act, Reservoir Specific Production Sharing Agreements and accepted standards
- iv) To initiate designing of effective business models for improving quality of service delivery of natural gas

- v) To ensure consistency of customer experience in respect of services provided in view of natural gas
- vi) To monitor and attend service levels and complaints of stakeholders regarding natural gas
- vii) To effectively supervise and guide members of staff reporting on the job.
- viii) To undertake any other duties as assigned by the supervisor

#### **Minimum Academic Qualifications and Experience**

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

- i) Possession Bachelor degree Engineering (Gas, Chemical Processing, Mechanical).
- ii) Must be registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iii) Possession Knowledge and Competence in Information and Communications Technology (ICT) application.
- iv) Possession of at least five (5) years working experience in relevant fields.

#### **5.2 Post Title: Senior Inspector -Natural Gas – 2Post**

**Duty Station: EWURA Zone Offices**

**Reports to: Principal Inspector**

#### **Duties and Responsibilities:**

- i) To participate in coordination of the process of overseeing effective and efficient application of provisions of the Petroleum (Exploitation and Production) Act and Reservoir Specific Production Sharing Agreements in order to ensure environmental and safety aspects of natural gas sector are in conformity with provision of the Act and good industry practices.
- ii) To participate in ensuring optimal provision of environmental and safety inputs to regulating and controlling the distribution and sale of natural gas
- iii) To assist in reviewing performance and conduct of licensed explorers, distributors and sellers of to identify malpractices
- iv) To participate in inspections
- v) To participate in inspection of premises damaged by natural gas
- vi) To effectively supervise and guide members of staff reporting on the job.
- vii) To undertake any other duties as assigned by the supervisor.

#### **Minimum Academic Qualifications and Experience**

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

- i) Bachelor degree Engineering (Gas, Chemical Processing, Mechanical).

- ii) Must be registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iv) Possession of at least five (5) years working experience in relevant in relevant fields

## **6. ELECTRICITY DIVISION**

**6.1 Post Title: Senior Engineer – Electricity Transmission– 1 Post**  
**Duty Station: EWURA Head Office- Dar es Salaam**  
**Reports to: Principal Engineer – Electricity Transmission**

Senior Engineer – Electricity Transmission will be responsible for providing support on economic, technical, safety and environmental regulation of the electricity transmission.

### **Duties and Responsibilities:-**

- i) To provide support in ensuring optimal provision of economic, technical, safety and environmental inputs to regulating and controlling the transmission of electricity.
- ii) To assist in monitoring activities of power transmission, including transmission companies, system operators, market operators, and cross border trading.
- iii) To assist in monitoring electricity trading arrangements between the utilities and suppliers (including IPPs) and cross border according to the best industry practices.
- iv) To assist in reviewing and approving of Transmission Wheeling Agreements.
- v) To assist in monitoring compliance of the parties to the Transmission Wheeling Agreements and advise the Principal Engineer – Electricity Transmission on the status of operation.
- vi) To assist in monitoring transmission licensees' performance and compliance in accordance with the Act.
- vii) To assist collecting and analysing relevant data that may assist in modelling of energy supply and demand patterns, including but not limited to local and interconnected generation, distribution, sales, number of customers, various charges, e.t.c .
- viii) To assist analysing the Grid system components using power system analysis packages and report any potential problems that need attention.
- ix) To assist in monitoring compliance of the Grid Code and Market Rules.
- x) To assist in reviewing of application for transmission licences and to carry out assessments, and other activities necessary for licence applications.
- xi) To assist in reviewing, issuing, renewing and revoking licences for electricity in accordance with the Act and accepted standards.
- xii) To participate in dispute resolutions of various customers' complaints.

- xiii) To participate in pre licensing inspection of electrical facilities undertaken by the Directorate.
- xiv) To assist in coordinating and preparation of the Annual Directorate report and Annual Sector report.
- xv) To effectively supervise and guide staff member(s) reporting to the job position.
- xvi) To undertake any other duties as assigned by the supervisor.

#### **Minimum Academic Qualifications and Experience**

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

- i) Possession of Bachelor Degree in Electrical Engineering from a recognised University.
- ii) Must be registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application
- iv) Good communication skills
- v) Possession of at least five (5) years working experience in Electricity Industry

#### **6.2 Post Title: Senior Engineer – Electricity Distribution – 1 Post** **Duty Station: EWURA Head Office- Dar es Salaam** **Reports to: Principal Engineer – Electricity Distribution**

Senior Engineer – Electricity Transmission will be responsible for providing support on economic, technical, safety and environmental regulation of the electricity distribution.

#### **Duties and Responsibilities:-**

- i) To provide support in ensuring optimal provision of economic, technical, safety and environmental inputs to regulating and controlling the distribution of electricity.
- ii) To assist in monitoring activities of power distribution and supply.
- iii) To assist in monitoring electricity trading arrangements between the distribution companies and suppliers according to the best industry practices.
- iv) To assist in monitoring the quality of customer services, as per approved customer service charter and follow up of consumer complaints.
- v) To assist in reviewing and approving of Power Purchase Agreements.
- vi) To assist in monitoring compliance of the parties to the Power Purchase Agreements and advise the Principal Engineer – Electricity Distribution on the status of operation.

- vii) To assist in monitoring distribution licensees' performance and compliance with the Act.
- viii) To assist in conducting technical analyses of distribution system components is carried out using system analysis packages and report any potential problems that need attention.
- ix) To assist in monitoring compliance of the Distribution Code.
- x) To assist in reviewing of application for distribution licenses and to carry out assessments, and other activities necessary for license applications.
- xi) To assist in reviewing, issuing, renewing and revoking licenses for electricity in accordance with the Act and accepted standards.
- xii) To participate in dispute resolutions of various customers' complaints.
- xiii) To participate in pre licensing inspection of electrical facilities undertaken by the Directorate.
- xiv) To assist in coordinating and preparation of the Annual Directorate report and Annual Sector report.
- xv) To effectively supervise and guide staff member(s) reporting to the job position.
- xvi) To undertake any other duties as assigned by the superiors

#### **Minimum Academic Qualifications and Experience**

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

- i) Possession of Bachelor Degree in Electrical Engineering from a recognised University.
- ii) Must be registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iii) Experience in using at least one power system analysis package or power system planning tool will be an added advantage
- iv) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application
- v) Possession of at least five (5) years working experience in Electricity Industry

#### **6.3 Post Title: Zonal Electricity Inspector – 2 Posts**

**Duty Station: EWURA Zonal Offices**

**Reports to: Zonal Manager**

Zonal Electricity Inspector will be responsible for monitoring all Electricity sector performance at the respective zone.

#### **Main Duties and Responsibilities:**

- i) To participate in coordination of the process of overseeing effective and efficient application of provisions of the Electricity Act in order to ensure

environmental and safety aspects of electricity sector are in conformity with provision of the Act and good industry practices;

- ii) To inspect electrical installations in buildings and any other electricity supply infrastructure to ensure compliance with applicable industry standards;
- iii) To review performance and ethics of contractors and wiremen to identify malpractices in electrical installation activities;
- iv) To inspect various premises under construction and submit inspection report for further recommendations to responsible authorities for action;
- v) To participate in dispute resolutions of various customers' complaints;
- vi) To inspect premises damaged by electrical accidents;
- vii) To respond to any reported electrical emergency event;
- viii) To conduct pre and post installation inspections of standby and own uses generators;
- ix) To participate in pre licensing inspection of electrical facilities undertaken by the Directorate;
- x) To assist in coordinating and preparation of the Annual Directorate report and Annual Sector report;
- xi) To effectively supervise and guide staff member(s) reporting to the job position;
- xii) To undertake any other duties as assigned by the supervisor.

### **Academic Qualifications and Experience**

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

- i) Possession of University Degree in Electrical Engineering;
- ii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iii) Experience in using at least one power system analysis package or power system planning tool will be an added advantage;
- iv) Possession of not less than four (4) years working experience in Electricity Industry.

## **7. PETROLEUM DIVISION**

**7.1 Position Title: Senior Commercial Officer – Petroleum- 1 Post**  
**Office: EWURA Head Office**  
**Reports to: Principal Commercial Officer - Petroleum**

The Senior Commercial Officer - petroleum will be responsible for monitoring of petroleum products trading activities.

### **Duties and Responsibilities:**

- i) To assist in prepare, monitor, analyse and prepare periodic reports on local petroleum products prices and compare with the world market prices.
- ii) To collect, analyse and maintain weekly petroleum products stocks data and expected petroleum imports data from oil marketing companies.
- iii) To follow up and raise bill for EWURA levy on petroleum products.
- iv) 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.
- v) Perform any other relevant duties as may be assigned by superiors from time to time.

### **Minimum Academic Qualifications and Experience**

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

- i) Bachelor Degree in Engineering (Petroleum, Chemical Processing or Mechanical), Economics, Accountancy or Marketing from a recognized University.
- ii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iii) Possession of at least five (5) years working experience in relevant field.
- iv) Previous and proven history of working in the petroleum industry.

### **7.2 Post Title: Zonal Petroleum Inspectors - 3 Posts**

**Duty Station: EWURA Zone Offices**

**Reports to: Zonal Manager**

The petroleum inspector will be responsible for compliance inspection of the petroleum products and facilities.

### **Main Duties and Responsibilities:**

- i) To participate in field inspections on providers of petroleum products so as to establish conformity with standards
- ii) To participate in process of establishing standards for petroleum infrastructure
- iii) To participate in process of formulating rules and regulations for petroleum products
- iv) To collect and analyse relevant data on petroleum products and facilities
- v) To prepare weekly stock reports
- vi) To follow up on payment of levies
- vii) To undertake any other related duties as assigned by the supervisor

### **Minimum Academic Qualifications and Experience**

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

- i) Possession of Bachelor's degree in Engineering (Petroleum, Chemical Processing or Mechanical) or Earth Science;
- ii) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application.
- iii) No prior work experience is required but possession of work experience in petroleum industry will be an added advantage.

## **8. INTERNAL AUDIT**

**8.1 Position Title: Internal Audit Manager- 1 Post -RE- ADVERTISED**  
**Office: EWURA Head Office**  
**Reports to: Director of Internal Audit**

Internal Audit Manager will be responsible for assisting the Management to institute effective internal control system, risk management and good governance processes.

### **Duties and Responsibilities:**

- i) To lead in carrying out periodic internal audits on financial and operational matters as per the Annual Internal Audit Plan.
- ii) To follow up on the progress of implementation of recommendation and directions of the Board of Directors on regulatory matters.
- iii) To coordinate evaluation of internal controls and risk management systems and procedures and recommend actions for improvement.
- iv) To coordinate review of audit procedures and working papers.
- v) To follow up replies in internal and external audit queries and verify implementation of audit recommendations.
- vi) To effectively supervise and guide members of staff reporting on the position.
- vii) To undertake any other duties as assigned by the supervisor and other staff in the Division.

### **Minimum Academic Qualifications and Experience:**

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

- i) University Degree/ Advanced Diploma majoring in Accounting or finance from a recognized institution of higher learning.
- ii) Master's degree majoring in Accounting, Finance or Business Administration.
- iii) 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).

- iv) Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software.
- v) Good knowledge of International Financial Reporting Standards (IFRS) and Public Sector Accounting and Reporting Principles.
- vi) Not less than Seven (7) years' work experience in relevant fields, two of which should be in senior position.

### **Personal Attributes**

In addition to the above skills and qualifications, applicants for the above positions 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, one passport size photo and names and contacts of three referees should be addressed to reach the under-mentioned by **15<sup>th</sup> November 2016**.

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)**

**7<sup>th</sup> Floor, LAPF Pensions Fund Towers,**

**Opposite Makumbusho, Kijitonyama**

**P O Box 72175**

**DAR ES SALAAM**

[Jobs@ewura.go.tz](mailto:Jobs@ewura.go.tz)

