
**7TH Floor, LAPF Pension Fund Tower, Opposite Makumbusho Village, Kijitonyama
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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. ZONAL OFFICE

1.1 Post Title: Stores cum Assistant Administrative Officer – 4 Posts (Re- Advertised)

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 cleanliness, courier services and staff welfare,
- x) To carry 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) Must be registered by PSPTB under Procurement and Supplies Technician or Procurement and Supplies Full Technician Category;
- iii) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application;
- iv) No prior working experience is required but possession of relevant working experience in relevant field will be an added advantage.

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

Signed application letter with Curriculum Vitae (CV) including e-mail address or day time contact telephone number, together with photocopies of academic and professional certificates, a copy of National Identity Card, Birth Certificate or Passport showing the date of birth, one passport size photo and names and contacts of three referees should be addressed to reach the under-mentioned by **20th January 2017**.

Please note:

Applications which do not have the above mentioned documents shall be disqualified. 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),
7th Floor, LAPF Pensions Fund Towers,
Opposite Makumbusho, Kijitonyama
P. O. Box 72175,
DAR ES SALAAM**