

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, petroleum and natural gas sectors. EWURA has the following vacancies for which suitably qualified Tanzanian citizens are invited to apply.

1. 0. DIRECTOR GENERAL'S OFFICE

- a) Post Title: Information and Communication Technology Officer – 1 post**
- b) Duty Station: EWURA Head Office**
- c) Reports to: Senior ICT Officer**

Information and Communication Technology Officer will be responsible for providing assistance in ensuring the efficiency and effectiveness of the ICT activities at the Authority.

d) Duties and responsibilities:

- i) Advice Senior ICTO on matter related to users support.
- ii) To support user on usage of new and existing computer system as per existing Standard Operating Procedures.
- iii) To install and testing of both hardware and software using realistic data to ensure the system produces specified outputs.
- iv) To analyse the effective of ICT hardware and prepare report to recommend area of improvement.
- v) To test for verification and validation of new or modified system.
- vi) To receive incidents from all EWURA staff and log them as per Standard Operating Procedures.
- vii) To analyse help desk activity and make recommendations for increased organisational efficiency and effectiveness.
- viii) To respond to enquiries from clients and help them to resolve a hardware or software problems.
- ix) To maintain a log of any software or hardware problems detected.
- x) To take ownership of user problems and be proactive when dealing with user issues.
- xi) To support users in the use of Computer equipment by providing necessary training and advice.

- xii) To maintain and update EWURA website.
- xiii) To prepare weekly, monthly and quarterly incident management reports to Senior ICTO.
- xiv) To undertake any other duties as assigned by the supervisor.

e) Minimum Academic Qualifications and Experience

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

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

2. 0. INTERNAL AUDIT DIVISION

2.1 PRINCIPAL INTERNAL AUDITOR – 1 POST

a) Duty Station: EWURA Head Office

b) Reports to: Manager, Internal Audit

Principal Internal Auditor will be responsible for assisting to institute effective internal control system and good governance processes in the Authority.

c) Main Duties and Responsibilities:

- i) To assist 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 questions and verifies implementation of audit recommendations.
- vi) To effectively supervise and guide members of staff reporting on the job.
- vii) To undertake any other duties as assigned by the supervisor.

d) Minimum Academic Qualifications and Experience

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

- i) Possession of 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 International Public Sector Accounting Standards (IPSAS).
- vi) Possession of not less than six (6) years' work experience in relevant fields.

2.2 POST TITLE: SENIOR INTERNAL AUDITOR – 1 POST

a) Duty Station: EWURA Head Office

b) Reports to: Principal Internal Audit

Senior Internal Auditor will be responsible for assisting in ensuring the existence of effective internal control system and good governance processes in the Authority.

c) Main Duties and Responsibilities:

- i) 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.
- ii) 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.
- iii) Prepare 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.
- iv) Prepare 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.
- v) Follow up on the progress of implementation of recommendations and directions to the Board of Directors on regulatory matters.
- vi) 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.
- vii) Review operations and programs to ascertain whether results are consistent with established objectives and goals.
- viii) Perform any other relevant duties as may be assigned by superiors from time to time.

d) Minimum Academic Qualifications and Experience

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

- i) Bachelor Degree or its equivalent qualification in Engineering from a recognized University.
- ii) 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).
- iii) Possession of Master's Degree in relevant field will be an added advantage.
- iv) Possession of accounting background is desirable but not a must.
- v) Knowledge and Competence in Information and Communications Technology (ICT) application.
- vi) Excellent analytical and ability to propose well founded conclusions.
- vii) Ability to think and apply creative and constructive thinking to audit recommendations for improvement to internal processes, controls, procedures and policies.
- viii) Possession of not less than Five (5) years relevant working experience in one of sectors regulated by EWURA i.e electricity, petroleum, natural gas and water and sanitation.

3. LEGAL SERVICES DIVISION

3.1 POST TITLE: ASSISTANT LEGAL OFFICER (1 POST)

a) Duty Station: EWURA Head Office

b) Reports to: Legal Officer

Assistant Legal Officer will be responsible for providing assistance in legal services matters.

c) Main Duties and Responsibilities:

- i) To follow up the gazetting of rules and orders with the Attorney Generals Chambers, Chief Parliamentary Draftsman and Government Printers.
- ii) To follow up the publication of rules and orders.
- iii) To maintain an electronic and physical database of all regulations, rules and orders pertaining to the Authority and safekeeping of the same.
- iv) To ensure that all Court and Tribunal pleadings and appropriate documents are timely filed and served to respective parties concerned.
- v) Follow up progress and outcome of all Authority cases at the Courts of law or Tribunals and maintain a database of the same.
- vi) To undertake any other duties as assigned by the supervisor.

d) Minimum Academic Qualifications and Experience

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

- i) Holder of a Diploma in Law from a recognized institution.
- ii) Possession of Knowledge and Competence in Information and Communications Technology (ICT) application.
- iii) No prior work experience is required but possession of experience in relevant field will be an added advantage.

4. CORPORATE AFFAIRS DIVISION

4.1 POST TITLE: PRINCIPAL ADMINISTRATIVE OFFICER – 1 POST

a) Duty Station: EWURA Head Office

b) Reports to: Human Resources and Administration Manager

Principal Administrative Officer will be responsible for ensuring timely, effectively and efficient provision of administrative services to the Authority.

c) Main Duties and Responsibilities:

- i) To coordinate provision of support in ensuring timely and effective provision of administrative services to the Authority such as meeting preparations, provision of insurance cover for qualifying properties of the Authority and securing visas for employees and other stakeholders travelling on official business.
- ii) To coordinate monitoring of financial expenditure in respect of administrative activities as per approved budget, procedures and policies.
- iii) To coordinate provision of support in overseeing establishment and application of administrative policies, procedures and systems.
- iv) To collaborate in ensuring that all approved and normal operations pertaining to administration 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 performance of administrative activities.
- vii) To coordinate preparation of operating and capital expenditure budgets for administrative activities.
- viii) To assist in coordination and supervision of all issues relating to fleet management.
- ix) To effectively supervise and guide members of staff reporting on the job.
- x) To undertake any other duties as assigned by the supervisor.

d) Minimum Academic Qualifications and Experience

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

- i) A Bachelor's degree in business administration, public administration or management.
- ii) Master's degree in relevant field or business administration.

- iii) Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software.
- iv) Possession of at least six (6) years relevant work experience in the relevant field.

4.2 POST TITLE: ASSISTANT RECORDS MANAGEMENT OFFICER – 1 POST
a) Duty Station: EWURA Head Office
b) Reports to: Records Management Officer

Assistant Records Management Officer will be responsible for assisting in ensuring proper keeping, maintenance and retrieval of records.

c) Main Duties and Responsibilities:

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

d) Minimum Academic Qualifications and Experience

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

- i) Possession of diploma in records management, media science or library Science from a recognized Institution.
- ii) Possession of Form IV or VI secondary school with certificate.
- iii) Knowledge and competence in Information and Communications Technology (ICT) application.
- iv) No prior working experience is required but possession of relevant working experience will be an added advantage.

4.4 POST TITLE: OFFICE ATTENDANT – 3 POSTS
a) Duty Station: EWURA Head Office
b) Reports to: Assistant Administrative Officer

Office Attendants will be responsible for providing general administrative assistance to the Authority.

c) Main Duties and Responsibilities:

- i) To move/run mails, other correspondences goods and supplies within the Authority.
- ii) To move/run mails and other correspondences outside the Authority.
- iii) To provide general administrative assistance.
- iv) To provide cleaning to the Authority's offices.
- v) To undertake any other duties as assigned by the supervisor

d) Minimum Academic Qualifications and Experience

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

- i) Form IV certificate with pass grade in English.
- ii) Possession of a certificate in office management will be an added advantage.
- iii) No prior work experience is required but Possession of work experience in related field will be an added advantage.

5. REGULATORY ECONOMICS DIVISION

5.1 POSITION TITLE: SENIOR PLANNING OFFICER- 1 Post

- a) Office: Economic Analysis and Research Department**
- b) Reports to: Principal Planning and Statistics Officer**

c) Duties and Responsibilities:

- i) Participate in reviewing the Authority's strategic plan.
- ii) Participate in the preparation of performance indicators, work plans and budget for the Authority.
- iii) Participate in coordinating, monitoring and evaluating integrated business planning process for the whole Authority including reviewing implementation of strategic plan and work plans, and producing monthly, quarterly, semi-annual and annual progress reports of the Authority.
- iv) Participate in coordinating continuous provision of policy analysis services and support to different aspects of the Authority's undertaking, especially Regulated Sectors.
- v) Effectively supervise, appraise and guide members of staff reporting on the job.
- vi) Undertake any other duties as assigned by the Supervisor.

d) Academic Qualifications and Experience

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

- i) Bachelor Degree in economics or planning from the recognised institutions.
- ii) Master's Degree in the relevant field will be an added advantage.
- iii) Policy analysis, planning and budgeting skills.

- iv) Knowledge and Competence in Information and Communications Technology (ICT) application.
- v) Possession of at least five (5) years working experience in relevant fields.

6. ELECTRICITY DIVISION

6.1 POST TITLE: PRINCIPAL ENGINEER - ELECTRICITY GENERATION AND MARKETS – 1 POST

- a) Duty Station: EWURA Head Office**
- b) Reports to: Manager, Electricity Generation and Markets**

Principal Engineer – Electricity Generation will be responsible for providing support in economic and technical regulation in electricity subsector.

c) Duties and Responsibilities:

- i) To provide support in ensuring optimal provision of economic, technical, safety and environmental inputs to regulating and controlling the generation of electricity.
- ii) To monitor activities of power generation, including Independent Power Producers (IPPs) and Emergency Power Projects.
- iii) To monitor compliance of procedures for initiation of large power generation projects procurement.
- iv) To participate in reviewing and approving of Power Purchase Agreements (PPAs).
- v) To monitor compliance of the parties to the Power Purchase Agreements and advise the Electricity Generation and Markets Manager on the status of operation.
- vi) To monitor generation licensees' performance and compliance with the Act.
- vii) To collect regular reporting of generation data from utilities.
- viii) To participate in reviewing of application for generation licenses and to carry out assessments, and other activities necessary for licence applications.
- ix) To provide support in promoting investment of power generation projects in Tanzania.
- x) To provide support in reviewing, issuing, renewing and revoking licences for electricity in accordance with the Act and accepted standards.
- xi) To ensure implementation and monitoring activities of renewable energy and light handed regulation of Small Power Projects.
- xii) To ensure yearly reviews and approvals of the Standardized Power Purchase Tariffs are conducted through the Small Power Projects Working Group.
- xiii) To ensure compliance of the parties to the Standardized Power Purchase Agreements and advise the Electricity Generation Manager on the status of operation.
- xiv) To participate in dispute resolutions of various customers' complaints.

- xv) To participate in pre licensing inspection of electrical facilities undertaken by the Directorate.
- xvi) To provide support for the coordination and preparation of the Annual Directorate report and Annual Sector report.
- xvii) To effectively supervise and guide staff member(s) reporting to the job position.
- xviii) To undertake any other duties as assigned by the Electricity Generation Manager or his/her superiors.

d) Minimum Academic Qualifications and Experience

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

- i) University Degree in Electrical Engineering or any other related field with sufficient experience in Electricity Supply Industry.
- ii) Possession of Master degree qualifications in the fields mentioned above or others, such as Business Administration.
- iii) Must be registered with Engineers Registration Board (ERB) as a Professional Engineer.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) application.
- v) Possession of at least six (6) years' work experience in relevant fields.

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 as per EWURA terms of employment.

Mode of Application

- a) Application letter with Curriculum Vitae (CV) including e-mail address or day time contact telephone number, together with photocopies of certificates, transcripts, one

passport size photo and names and contacts of three referees should be addressed to reach the under-mentioned by **29th September 2017**.

- b) Those with certificates from the overseas universities, the same **MUST** be verified by Tanzania Commission for University (TCU).
- c) 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.

ONLY APPLICATION LETTERS DELIVERED BY HAND OR POST OFFICE AND SIGNED BY APPLICANTS SHALL BE ACCEPTED. ALL APPLICATION LETTERS THROUGH EMAILS SHALL NOT BE ACCEPTED.

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