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

1. WATER AND SANITATION DIVISION

- a) **Post Title:** Technical Manager – Water and Sanitation – 1 post
- b) **Duty Station:** EWURA Head Office
- c) **Reports to:** Director of Water and Sanitation

Technical Manager-Water and Sanitation will be responsible for providing support in ensuring the efficiency and effectiveness in technical regulation of water and sanitation

d) **Duties and responsibilities:**

- i) To provide support in overseeing effective and efficient application of provisions of the Water Supply and Sanitation Act by ensuring technical, environmental and safety aspects of water supply and sanitation sector are in conformity with provision of the Act and good industry practices.
- ii) To provide support in ensuring optimal provision of technical, environmental and safety inputs to regulating and controlling the distribution and sale of water supply and sanitation services.
- iii) To liaise with Tanzania Bureau of Standards and other such institutions to establish or monitor standards of water supply and sanitation services.
- iv) To provide technical support in reviewing, issuing, renewing and revoking licenses for water supply and sanitation services in accordance with the Act and accepted standards.
- v) To review technical viability of new water supply and sanitation development projects in accordance with the Act.
- vi) To monitor availability, quantity and standards of services provided by Water Utilities.
- vii) To facilitate performance of verification tests to determine water and sanitation quality and assess conditions of water sources and their utilization.

- viii) To facilitate capacity building programs in regulatory matters and provision of better services by Water Utilities.
- ix) To provide support in reviewing, updating, and advise on the entire water supply and sanitation service licensing process, including licence application, licence fees, rules and terms and conditions of licenses for supply of water and sanitation services to consumers.
- x) To facilitate provision of technical inputs for reviewing of tariffs and prices of water and sanitation services.
- xi) 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 Bachelor of Science Degree in Engineering (Environmental, Civil and Water Resources or Municipal and Industrial Services) from a recognized University.
- ii) Possession of Master's degree qualifications in the relevant fields or others such as Business Administration.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iv) Must be registered by the Engineers Registration Board as a Professional Engineer.
- v) Possession of at least seven (7) years working experience in relevant fields out of which three (3) should be in a senior position.
- vi) Knowledge and familiarity on sector regulation will be an added advantage.

2. ELECTRICITY DIVISION

- a) Post Title: Senior Electricity Inspector – 1 post**
- b) Duty Station: EWURA Central Zone Office**
- c) Reports to: Zonal Manager**

Senior Electricity Inspector will be responsible to provide support on regulation of electricity subsector in order to increase effectiveness and efficient to the regulated service.

d) 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 Electrical Installation Licensees 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 superiors.

e) Minimum 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) Possession of Master degree qualifications in the relevant field will be an added advantage.
- iii) Registration with Engineers Registration Board as a professional engineer (ERB) is a must.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) application
- v) Possession of at least five (4) years working experience in relevant field.

3. CORPORATE AFFAIRS

a) Post Title: Accounts Officer – 1 post

b) Duty Station: EWURA Head Office

c) Reports to: Accountant

Accounts Officer will be responsible to provide support on the financial functions of the Authority in order to increase effectiveness and efficient to the delivery of regulatory service.

d) 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 keep and update the Fixed Assets Register of the Authority.
- viii) To maintain and reconcile banking transactions ensuring timely banking.
- ix) 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 Bachelor Degree or Advanced Diploma in Accounting, Finance or equivalent 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) Knowledge of International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS) will be an added advantage.
- iv) No prior working experience is required but possession or relevant working experience will be an added advantage.

4. LEGAL AFFAIRS DIVISION

- a) Post Title: Legal Officer – 1 post**
- b) Duty Station: EWURA Head Office**
- c) Reports to: Senior Legal Officer**

Legal Officer will be responsible to provide support on the legal affairs of the Authority in order to increase effectiveness and efficient to the delivery of regulatory service.

d) Main Duties and Responsibilities:

- i) To participate in interpretation of all regulatory legislation and other legal documents.
- ii) To assist in preparing the Authority's representation in matters of litigation.
- iii) To follow up on implementation of laws, regulations, rules, contracts, agreements and other legal instruments, including to assist in providing legal advice on internal matters such as Human Resources, procurement and contracts for goods and services entered into by the Authority.
- iv) To provide inputs to research on legislation and other legal aspects pertaining to regulated sectors and the role and functions of the Authority.
- v) To participate in provision of legal inputs and advice to and settle consumer complaints as well as from regulated suppliers.
- vi) To participate in consumer complaints hearing sessions.
- vii) To participate in drafting various legal instruments.
- viii) To effectively supervise and guide members of staff reporting on the job.
- ix) 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 in laws (LL.B) from a recognized university.
- ii) Must be an advocate of the High Court of Tanzania.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iv) No prior work experience is required but possession of working experience in the relevant field will be an added advantage.

5. INTERNAL AUDIT DIVISION

a) Post Title: Internal Auditor (1 post)

b) Duty Station: EWURA Head Office

c) Reports to: Senior Internal Auditor

Internal Auditor will be responsible for assisting in ensuring the existence of effective good governance processes in the Authority.

d) Main Duties and Responsibilities:

- i) To assess impact of audit control and risk management environment.
- ii) To prepare reports on different topics in audit as instructed.
- iii) To prepare working papers.
- iv) To manage and keep audit files and other relevant information.
- v) To participate in annual stock taking and fixed assets verification.
- vi) To provide support in the undertaking of all audit functions.
- vii) 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/ Advanced Diploma majoring in Accounting or finance from a recognized higher learning institution.
- ii) Possession of CPA (T) or Equivalent Certificate is a must.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software.
- iv) Background of International Financial Reporting Standards (IFRS) and knowledge of International Public Sector Accounting Standards (IPSAS) is an added advantage.
- v) No prior work experience is required but possession of work experience in relevant fields will be an added advantage.

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 Permanent and pensionable terms.

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, one passport size photo and names and contacts of two referees should be addressed to reach the under-mentioned by **15th January 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.
- d) **ONLY application letters delivered by hand or Post Office to the address below shall be accepted. Application letters through emails shall not be accepted.**

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