

**HEAD OFFICE**

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**EMPLOYMENT OPPORTUNITY**

*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 Tanzanians are invited to apply.*

**1. CORPORATE AFFAIRS DIVISION**

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

Accounts Officer will be responsible for routine accounting processes to ensure the proper recording , timely payments and reporting.

**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's degree 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.

- a) Post Title: Secretary Cum Receptionist – 1 post**
- b) Duty Station: EWURA Southern Highlands Zone - Mbeya**
- c) Reports to: Stores Cum Assistant Administrative Officer**

Secretary cum Receptionist will be responsible to ensure the proper arrangement front office including receiving visitors, calls and diary keeping.

**d) Main Duties and Responsibilities:**

- i) To plan and organize office and diary of the supervisor.
- ii) To provide secretarial, clerical and administrative support.
- iii) To receive and direct visitors to appropriate offices.
- iv) To receive, direct and relay telephone and fax messages.
- v) To receive and open mails.
- vi) To open and register mails.
- vii) To maintain a general filing system for correspondences.
- viii) To assist in planning and preparing conference telephone calls.
- ix) To assist and direct visitors to the office.
- x) To manage and coordinate telephone calls to and from the office.
- xi) To type and prepare internal and external correspondences.
- xii) 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) An ordinary level secondary school certificate with passes in Kiswahili and English languages.
- ii) Diploma in secretarial studies from a recognized Institution.
- iii) Computer skills, particularly in Microsoft office programmes.
- iv) Possession of certificate in customer care or front office management will be an added advantage.
- v) Possession of good communication skills in English language.
- vi) No prior work experience is required but possession of work experience in

related field will be an added advantage.

- a) Post Title: Driver – 4 Posts**
- b) Duty Station: EWURA Head Office/Zonal Offices**
- c) Reports to: Transport Officer**

Driver will be responsible for driving Authority motor vehicle and ensure the safety of the vehicle and passengers.

**d) Main Duties and Responsibilities:**

- i) To drive the Authority's vehicles as assigned.
- ii) To maintain vehicles in good order.
- iii) To despatch official correspondences.
- iv) 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) Form IV with Class C driving license.
- ii) Trade Test Grade II or Mechanics Certificate from a recognized institution is a required.
- iii) Possession of not less than three (3) years work experience without causing any accident.
- iv) Experience in VIP driving will be an added advantage.
- v) Form IV with a valid Class C driving license.
- vi) Trade Test Grade II or Mechanics Certificate from a recognized institution is a required.

## **2. WATER AND SANITATION DIVISION**

- a) Post Title: Water Engineer – 3 Posts**
- b) Duty Station: 1 EWURA Head Office- Dodoma/ 2 Zone Offices**
- c) Reports to: Senior Water Engineer**

Water Engineer will provide support, coordination and monitoring of technical and commercial matters of the regulated sector.

**d) 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.

#### **e) 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) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iii) Must be registered by the Engineers Registration Board as a Professional Engineer.
- iv) No prior work experience is required but possession of work experience in related fields will be an added advantage.

### **3. ELECTRICITY DIVISION**

**a) Post Title: Senior Electricity Inspector- 1 Post**

**b) Duty Station: EWURA Head Office- Dodoma**

**c) Reports to: Principal Electricity Inspector**

Senior Electricity Inspector will assistance in the coordination of inspections activities to the regulated sector.

**d) 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 deal with licensing of electrical installation personnel.
- iii) To participate in ensuring optimal provision of environmental and safety inputs to regulating and controlling the distribution and sale of electricity.
- iv) To assist in coordination of inspection of electrical installation to ensure compliance with applicable industry standards.
- v) To assist in coordination of activities of electrical installation licensing secretariat.
- vi) To assist in reviewing performance and conduct of contractors and wiremen

by identifying malpractices.

- vii) To assist in coordination of licensing and monitoring of electrical contractors (wiremen).
- viii) To assist in inspecting various premises and recommend correction or re-wiring.
- ix) To assist in inspecting premises damaged by electrical accidents.
- x) To participate in pre and post installation inspection of electrical generators.
- xi) To effectively supervise and guide members of staff member(s) reporting on the job.
- xii) To undertake any other related duties as assigned by the supervisor.
- xiii)

#### **e) Academic Qualifications and Experience**

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

- i) Bachelor's Degree in electrical engineering from a recognised University.
- ii) Possession of master's degree qualifications in Engineering, Business Administration will be an added advantage.
- 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 five (5) years' work experience in Electricity Industry

## **4. PETROLEUM DIVISION**

**Post Title: Commercial Manager – Petroleum (Re-advertised)**

**Duty Station: EWURA Head Office – Dodoma**

**Reports to: Director of Petroleum**

Commercial Manager - Petroleum will be responsible for coordinating and monitoring the demand and supply of petroleum products to ensure that the country always has adequate petroleum products for consumption and ensure the availability of the required technical data or information in the computation of petroleum products prices.

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

- i) Deliver on the Petroleum Commercial deliverables/targets as set in the Authority's Strategic and Annual plan through effective performance management and development of Commercial team in the Petroleum Division.
- ii) Formulate the strategy and work plan in the regulation of downstream petroleum industry and implement after endorsed by the Director of Petroleum.
- iii) To always ensure that the commercial interests of the consumers and efficient suppliers are protected in the downstream industry.
- iv) To monitor demand and supply to ensure that the country always has

adequate petroleum products for consumption as required by the law through monitoring daily stocks and distribution across the country.

- v) To supervise collection of the required technical data or information in the computation processes of petroleum products prices and participate in review of computed prices to ensure accuracy in the computations.
- vi) To monitor the behaviour of service providers with regard to anti-competitive practices as a way of ensuring a level playing field in the downstream petroleum industry.
- vii) To oversee the effective implementation of Bulk Procurement System (BPS) by working closely with Petroleum Bulk Procurement Agency (PBPA).
- viii) To closely work with responsible Division in development of petroleum products price Setting Rules by providing the required inputs.
- ix) Monitor licensee compliance with applicable laws, regulations and license terms and Conditions and prepare periodic reports for the Director of Petroleum on licensee compliance and performance.
- x) Monitor and analyse domestic market price of petroleum products and make comparison with world prices and prepare reports for public information.
- xi) To develop good relationship with key stakeholders in the downstream petroleum industry.
- xii) Carry out any additional duties as may be assigned from time to time by the Director of Petroleum.

### **Academic Qualifications and Experience**

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

- i) Possession of University Degree in Commerce or Degree in Engineering in Petroleum, Chemical and Process, Mechanical or Petroleum from a recognized University.
- ii) Masters qualifications in Engineering or Business Administration.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iv) Where the candidate is an Engineer, must be registered with Engineering Registration Board (ERB).
- v) Minimum of seven (7) years' experience in senior positions (at least principal or equivalent) in the petroleum industry.

**a) Post Title: Petroleum Inspector – 1 Post**

**b) Duty Station: EWURA Head Office- Dodoma**

**c) Reports to: Senior Petroleum Inspector**

Petroleum Inspector will be responsible for monitoring of technical matters of the regulated sector (Petroleum).

**d) Duties and Responsibilities:**

- i) To participate in field inspections of petroleum products and facilities to establish conformity with standards.
- ii) To participate in process of establishing standards for petroleum infrastructure.
- iii) To screen all licence applications before further action.
- iv) To extract/gather, analyse and prepare reports on the licensing performance trends in the Division.
- v) To assist in gathering research data related to petroleum industry during various inspection visits as directed by the Division.
- vi) To participate in process of formulating rules and regulations for petroleum products.
- vii) To collect and analyse relevant data on petroleum products and facilities.
- viii) To undertake any other related duties as assigned by the supervisor.

**e) Academic Qualifications and Experience**

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

- i) Bachelor's degree in Science, Engineering majoring in Petroleum, Chemical and Process, Mechanical, Civil or Environmental Science or Petroleum Geoscience.
- ii) Where the candidate is an Engineer, must be registered with Engineering Registration Board (ERB).
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application.

No prior work experience is required but possession of working experience in the relevant field shall be an added advantage.

**a) Post Title: Petroleum Inspector – Liquefied Petroleum Gas (LPG) - 1 Post**

**b) Duty Station: EWURA Head Office- Dodoma**

**c) Reports to: Senior Petroleum Inspector**

Petroleum Inspector - LPG will be assist in monitoring of liquefied petroleum gas to ensure its quality.

**d) Duties and Responsibilities:**

- i) To participate in field inspections of liquefied petroleum gas and facilities so as to

establish conformity with standards.

- ii) To participate in process of establishing standards for liquefied petroleum gas and facilities.
- iii) To participate in process of formulating rules and regulations for liquefied petroleum gas.
- iv) To collect and analyse relevant data on liquefied petroleum gas and facilities.
- v) To assist in gathering research data related to the development of liquefied petroleum gas sub-sector.
- vi) To screen all licence applications against the licensing requirements
- vii) To extract/gather, analyse and prepare reports on the licensing performance trends in the Division.
- viii) To undertake any other related duties as assigned by the supervisor.

#### **e) Academic Qualifications and Experience**

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

- i) Bachelor's degree in Science, Engineering majoring in Petroleum, Chemical and Process, Mechanical, or BSc. Chemistry.
- ii) Where the candidate is an Engineer, must be registered with Engineering Registration Board (ERB).
- 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, particularly in the LPG segment shall be an added advantage.

#### **a) Post Title: Petroleum Inspector – Lubricants - 1 Post**

#### **b) Duty Station: EWURA Head Office- Dodoma**

#### **c) Reports to: Senior Petroleum Inspector**

Petroleum Inspector - Lubricants will be responsible for monitoring the quality of the lubricants to ensure conformity with the standards.

#### **d) Duties and Responsibilities:**

- i) To participate in field inspections of lubricants and facilities so as to establish conformity with standards.
- ii) To participate in process of establishing standards for lubricants and facilities.
- ii) To participate in process of formulating rules and regulations for petroleum lubricant products.
- iii) To collect and analyse relevant data on lubricants and facilities.
- iv) To assist in gathering research data related to the



development of petroleum industry.

- v) To screen all licence applications against the licensing requirements.
- vi) To extract/gather, analyse and prepare reports on the licensing performance trends in the Division.
- viii) To undertake any other related duties as assigned by the supervisor.

#### **e) Academic Qualifications and Experience**

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

- i) Bachelor's degree in Science, Engineering in Petroleum, Chemical and Process Mechanical, BSc. Chemistry from a recognised University.
- ii) Where the candidate is an Engineer, must be registered with Engineering Registration Board (ERB)
- 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, particularly in the Lubricants segment shall be an added advantage.

## **5. NATURAL GAS DIVISION**

**a) Post Title: Senior Engineer – Gas Transmission – 1 post**

**b) Duty Station: EWURA - Dar es Salaam Office**

**c) Reports to: Principal Engineer – Gas Transmission**

Senior Engineer – Gas Transmission will assist in monitoring of the natural gas regulated sector to ensure conformity with standards.

#### **d) Main Duties and Responsibilities:**

- i) To participate in process of overseeing effective and efficient application of provisions of the Petroleum Act, 2015 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 processing and transmission 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 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

#### **e) Minimum Academic Qualifications and Experience**

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

- i) Bachelor's degree Engineering (Petroleum, Gas, Mechanical, Chemical and Processing) and Geo - Science (Geology and Geo-Physics).
- ii) Possession of Master degree or Post graduate qualifications in the fields mentioned above or others such as Business Administration will be an added advantage.
- iii) Must be registered by the Engineers Registration Board as a Professional Engineer or appropriate Professional Bodies.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) application.
- v) Possession of at least five (5) 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 on permanent and pensionable terms.

#### **Mode of Application**

Application letter with Curriculum Vitae (CV) including e-mail address or day time contact telephone number, together with photocopies of certificates and transcripts (certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU), Birth certificate, one passport size photo and names and contacts of three referees should be addressed to reach the under-mentioned by **09<sup>th</sup> August ,2019.**

Only short-listed candidates 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)  
4th Floor, LAPF House Makole Road,  
P O Box 2857  
DODOMA**