



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF ENERGY  
ENERGY AND WATER UTILITIES  
REGULATORY AUTHORITY  
(EWURA)



## EMPLOYMENT OPPORTUNITIES

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

### CORPORATE AFFAIRS DIVISION

- a) Post Title: Senior Administration Officer II – (1 Post)
- b) Duty Station: EWURA Head Office

Senior Administration Officer will be responsible for ensuring efficiency and timely performance of administrative functions in the authority.

#### c) Duties and Responsibilities:

- i) To coordinate provision of administrative services to the Authority including meeting preparations, maintenance of assets, insurance services and travel logistics.
- ii) To coordinate in overseeing proper attendance to staff welfare issues including leave, staff rights and insurance policies.
- iii) To coordinate in overseeing proper attendance to staff welfare issues including leave, staff rights and insurance policies.
- iv) To review, verify and recommend on suppliers invoices in respect of administrative activities.

- v) To participate in the preparation and review of application systems and procedures for administration.
- vi) To coordinate planning and coordination of staff training and development programs.
- vii) To coordinate preparation and review of human resource policies, procedures and human resource planning.
- viii) To ensure prudent management of the Authority's resources, including keeping records on their utilization.
- ix) To coordinate preparation and maintenance of staff database.
- x) To provide inputs in preparation of section performance reports
- xi) To undertake any other duties as assigned by the superiors.

#### **d) Academic Qualifications and Experience**

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

- i) Possession of Bachelor's Degree in one of the following fields: Human Resource Development and Planning, Human Resource Management, Public Administration, Business Administration or Commerce majoring in Human Resource Management, Sociology, Industrial Relations or equivalent qualifications from recognized institutions.
- ii) Working experience of at least seven (7) years in related field.
- iii) The candidate must have sat for and passed Qualifying Law Examination for Administrative Officers.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) application.

#### **a) Post Title: Records Management Assistant II – (1 Post)**

#### **b) Duty Station: EWURA Offices**

Records Management Assistant will be responsible for maintaining the records system of the authority for easy retrieval and timely decision-making.

#### **c) Duties and Responsibilities:**

- i) To assist in maintaining records of files movements.

- ii) To assist in opening new files and close old ones in accordance with established systems and procedures.
- iii) To assist in ensuring smooth movement of files between the registries and action officers.
- iv) To ensure that all outgoing correspondences are correctly addressed, referenced, signed and delivered in time.
- v) To ensure that all incoming official mail is correctly opened, sorted out and uploaded in EDMS to the correct action officer.
- vi) To assist in analyzing, listing and arranging records/documents in respective file racks/cabinets in the registry.
- vii) To perform any other duty as may be assigned by superiors.

#### **d) Academic Qualifications and Experience**

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

- i) Possession of Certificate of Secondary Education Examination (CSEE) plus Diploma (NTA Level 6) in one of the following fields: Records Management, Archives Management, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions.
- ii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iii) No prior work experience is required but possession of working experience in the relevant field shall be an added advantage.

#### **PETROLEUM DIVISION**

- a) **Post Title** : **Engineer II/Geologist II – Petroleum Inspection (1 Post)**
- b) **Duty Station** : **EWURA Offices**

Engineer/Geologist will be responsible for providing support in petroleum regulation to service providers.

#### **c) Duties and Responsibilities:**

- i) Participate in field inspections of petroleum products and facilities so as to establish conformity with standards.
- ii) To participate in process of establishing standards for petroleum infrastructure.
- iii) To screen all license applications before further action.
- iv) To extract/gather, analyze 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 analyze relevant data on petroleum products and facilities.
- viii) To undertake any other related 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) Possession of Bachelor's Degree in one of the following fields: Petroleum Engineering, Chemical and Process Engineering, Geology, Geo-Science, Petroleum Geology or equivalent qualifications from a recognized Institution.
- ii) If 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.

**a) Post Title: Engineer II/Finance Management Officer II - Commercial Petroleum – (1 Post)**

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

Engineer/Finance Management Officer will be responsible for commercial aspects of regulation of petroleum products.

#### **c) Duties and Responsibilities:**

- i) To assist in follow-up on submission of data and information regarding arrivals of petroleum cargo ships discharged volume of petroleum products for each

OMC from Petroleum Bulk Procurement Agency (PBPA), Weight and Measure Agency (WMA), Tanzania Ports Authority (TPA), Tanzania Revenue Authority (TRA) and Oil Marketing Companies (OMC's);

- ii) To keep record of oil companies' stocks and movements;
- iii) To follow up on all pending application of licenses for petroleum suppliers and provide monthly update;
- iv) To assist in collating various data and information required to prepare quarterly and annual reports of the petroleum Division;
- v) To carry out various inspections related to petroleum products business including compliance to petroleum products' prices and stocks;
- vi) To assist in establishing a database of companies involved in carrying out petroleum business including consumer installations, power generation, LPG and Lubricants distributors;
- vii) To assist in reconciliation of monthly stock imports and monthly levy payment by importers of petroleum products and blending facilities; and
- viii) Perform any other duties as may be assigned by superiors.

#### **d) Academic Qualifications and Experience**

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

- i) Possession of Bachelor's Degree in one of the following fields: Petroleum Engineering, Petroleum Geosciences, Geology, Chemical and Processing Engineering, Mechanical Engineering, Oil and Gas Science, Economics, Energy Economics & Finance or Commerce or equivalent qualifications from recognized institutions
- ii) If an Engineer, must be registered by Engineering Registration Board (ERB).
- iii) Knowledge and Competence in Information and Communications Technology (ICT) application.
- iv) No prior work experience is required.

#### **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 daytime 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 **27<sup>th</sup> August 2021**

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),  
EWURA House, Plot No 3, Block AD, Medeli West,  
P O Box 2857, DODOMA  
Email: [jobs@ewura.go.tz](mailto:jobs@ewura.go.tz)**

**NB: *All applications that shall not be channeled through email: [jobs@ewura.go.tz](mailto:jobs@ewura.go.tz) or postal address mentioned above shall not be considered.***