



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 Tanzanians are invited to apply.

1. THE OFFICE OF THE DIRECTOR GENERAL

- a) Post Title: Zonal Manager (1 post) – Re-advertised
- b) Duty Station: Dodoma
- c) Reports to: Director General

Zonal Manager will be responsible for administration of day-to-day activities of Zonal Office and carrying out the coordination of monitoring of regulated services with a Zone.

d) Duties and Responsibilities:

- i) To oversee implementation of EWURA's mandate in respect of regulating energy and water sectors as per EWURA Act, Cap. 414, sectors legislation and other relevant applicable laws at the Zone;
- ii) To supervise licensing and enforcement activities carried out at Zonal Office;
- iii) To ensure implementation of the performance and compliance monitoring activities in the zone;
- iv) To coordinate tariff review activities in the zone;
- v) To manage communications and public relations issues in Zonal Office in line with Authority's communication policy;
- vi) To handle consumer complaint settlement process for complaints submitted at Zonal Office;
- vii) To prepare periodic zonal performance reports;
- viii) To undertake administrative services and financial management activities including, budgeting, approving zonal expenditures and reporting on financial performance of the zone;

- ix) To manage purchases of goods and services at the Zonal Office;
- x) To ensure proper management of the Authority's records at the Zonal office;
- xi) To provide support in overseeing prudent management of the Authority's resources at zonal offices, including to keep records on their utilization;
- xii) To coordinate awareness and public education activities in the zone; and
- xiii) To undertake any other duties as assigned by superiors.

e) Academic Qualifications and Experience

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

- i) Holder of Bachelor's Degree and Master's Degree in one of the following fields: Engineering majoring in Civil, Mechanical ,petroleum, electricity or water resources management, Economics, Finance, Law, Business or Public Administration, Geology, Oil and Gas Science, Energy Economics, Mass Communication, Public Relation or equivalent qualifications from recognized institutions.
- ii) Knowledge in any of Regulated sub sectors will be an added advantage.
- iii) Must have work experience of at least eight (8) years in related field and should be at the rank of at least senior officer.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) application.

a) Post Title: Principal Procurement Officer II – (1 Post)

b) Duty Station: EWURA Head Office

c) Reporting to: Manager Procurement Management

Principal Procurement Officer will be responsible for ensuring efficiency and timely performance of procurement functions in the authority.

d) Duties and Responsibilities:

- i) To plan and coordinate preparation and implementation of Annual Procurement and disposal plans.
- ii) To coordinate preparation and review of periodic reports for Tenders.
- iii) To ensure conformity with the Public Procurement Act, its regulations and guidelines.
- iv) To coordinate, review and evaluate procurement requirements and recommend appropriate alternative procedures.
- v) To plan, prepare and review tender bidding documents.

- vi) To undertake review, quality-check and clear tender evaluation reports.
- vii) To validate authenticity of payment certificates and invoices.
- viii) To coordinate development and review of policies relevant to procurement function.
- ix) To coordinate and prepare periodic unit performance reports.
- x) To supervise and guide subordinates.
- xi) To undertake any other related duties as may be assigned by the superiors.

e) Academic Qualifications and Experience

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

- i) Possession of Bachelor's Degree and Master's Degree in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management or equivalent qualifications from recognized institutions.
- ii) Possession of Working experience of at least thirteen (13) years in related field.
- iii) Must also be a holder of Certified Procurement and Supplies Professional (CPSP) or its equivalent and is registered by PSPTB in the Category of Authorized Procurement and Supplies Professional.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) application.

2. NATURAL GAS DIVISION

- a) Post Title: Natural Gas Transmission Manager (1 post) – Re-advertised**
- b) Duty Station: Dodoma**
- c) Reports to: Director of Natural Gas**

Gas Transmission Manager will be responsible for ensuring the activities of Gas Transmission function of the Authority are carried out according to the prescribed rules and regulation and ensure technical, economic and environmental aspects of gas sub-sector.

d) Duties and Responsibilities:

- i) To ensure effective and efficient application of provisions of the Petroleum Act, 2015 by ensuring transmission aspects of the natural gas sub-sector are in conformity with provision of the Act and best industry practices;

- ii) To provide technical inputs on health, environmental and safety requirement on regulating and controlling the distribution and sale of natural gas;
- iii) To provide technical inputs to relevant institutions for development, adoption or monitoring of technical standards and/or specifications for natural gas;
- iv) To review and recommend issuance, renewal and revocation of licenses for natural gas transmission in accordance with the Petroleum Act, standards and best industrial practice;
- v) To review and provide technical input on viability of new natural gas development projects in accordance with the Act;
- vi) To monitor availability, quantity and standards of services provided by natural gas exploiter, distributors and sellers and perform verification tests to determine natural gas quality;
- vii) To develop and review natural gas regulatory tools prescribing for natural gas licensing procedures, licence templates, construction approvals, terms and conditions of licences, tariffs and prices of gas, fees and charges and transmission of natural gas to consumers;
- viii) To supervise and ensure that regular inspections, audits and investigations pertaining to the natural gas sector are carried out in line with published regulations, code of conduct and rules;
- ix) To prepare periodic performance reports with respect to transmission aspects of natural gas sub-sector;
- x) To administer all resources allocated to the section, including offering technical and operational support to staff members in the section efficiently and effectively; and
- xi) 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) Holder of Bachelor's Degree and Master's Degree in one of the following fields: Petroleum Engineering, Petroleum Geosciences, Geology, Chemical and Processing Engineering, Mechanical Engineering, Oil and Gas Science, Energy Economics or equivalent qualifications from recognized institutions.
- ii) Masters in Business Administration will be an added advantage.

- iii) Engineers must be registered with ERB as Professional Engineer.
- iv) Knowledge in regulatory affairs and experience in Natural Gas sub sector will be an added advantage.
- v) Must have work experience of at least eight (8) years in related field and should be at the rank of at least senior officer.
- vi) Knowledge and Competence in Information and Communications Technology (ICT) application.

f) 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.

g) 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.

h) Mode of Application

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 three referees should be addressed to reach the under-mentioned by **17th September 2021**.

All applicants who applied earlier for the posts of Central Zone Manager and Natural Gas Transmission Manager; and still qualify for the posts are encouraged to reapply.

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.

f) 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**

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