



## **EMPLOYMENT OPPORTUNITIES**

Tanzania Automotive Technology Centre (TATC) synonymously known as “Shirika la Nyumbu” was formally established on the 14th December 1985 through a Presidential Order, made under the Public Corporations Act 1969. TATC’s mission is to develop a reputable capacity for automotive engineering by conducting research and innovation, technology transfer and quality assurance services.

TATC is wholly owned by the Government of the United Republic of Tanzania through the Ministry of Defence and National Service (MoDNS).

TATC seeks to recruit Intelligent and result-oriented Tanzanians with high Integrity to fill 17 vacant posts mentioned below:-

### **1. JOB TITLE: ADMINISTRATIVE OFFICER II-1 POST**

Report to: HUMAN RESOURCE AND ADMINISTRATIVE MANAGER

#### **Duties and Responsibilities**

- To keep record of employees’ attendance register;
- To prepare and handling seniority lists for the purpose of promotions.
- To deal with discipline matters to Junior staff;
- To assist in salary administration, remuneration scheme and management of pension and terminal benefits;
- To assist in the preparation of staff records regarding, staff leave and staff welfare;
- To keep an update registers for staff position, disposition, engagements, confirmations and promotions;
- To assist in management of the Pension scheme;
- To participate on assessing training needs of personnel, Collects, keeps and updates personnel data and Information;
- To Interpret and implement Scheme of Service; and

- To perform any other related duties as may be assigned by the immediate Supervisor.

#### **Qualifications**

Holder of Bachelor Degree in one of the following fields: Human Resources Management, Public Administration, Business Administration or Commerce majoring In Human Resources Management, Sociology, Industrial Relations or equivalent qualification from recognized institutions.

**Salary Scale:** PGSS 6

### **2. JOB TITLE: ACCOUNTS OFFICER II -1 POST**

Report to: CHIEF ACCOUNTANT

#### **Duties and Responsibilities**

- To check the authenticity of source documents;
- To Extract Monthly Trial Balance;
- To Prepare Annual Budget;
- To Prepare of Financial Statements i.e., Balance sheet Income and Expenditure Account/Profit and loss statement and cash flows;
- To Liaise with internal and external Auditors;
- To Determine cost of work in progress, finished goods and sale,
- To Facilitate maintenance of fixed asset register;
- To Initiate and supervises strategies and tactics In collecting all outstanding receivables; and
- To perform any other related duties as may be assigned by the Immediate Supervisor.

#### **Qualifications**

Holder of Bachelor Degree or Advanced Diploma In one of the following fields: Accountancy, Finance, Business Administration or Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions.

**Salary Scale:** PGSS 6

### **3. JOB TITLE: ACCOUNTANT II – 1 POST**

Report to: CHIEF ACCOUNTANT

#### **Duties and Responsibilities**

- To check the authenticity of source documents;

- To extract monthly Trial Balance;
- To prepare Annual Budget;
- To prepare of Financial Statements i.e. Balance sheet Income and Expenditure Account/Profit and loss statement and cash flows;
- To liaise with Internal and external Auditors;
- To determine cost of work in progress, finished goods and sale;
- To facilitate maintenance of fixed asset register;
- To Initiate and supervises strategies and tactics In collecting all outstanding receivables; and
- To perform any other related duties as may be assigned by the Immediate Supervisor.

### **Qualifications**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration or Commerce majoring In Accountancy or Finance or equivalent qualifications from recognized Institutions plus either CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA

**Salary Scale:** PGSS 7

## **4. JOB TITLE: LEGAL OFFICER II – 1 POST**

Report to: HEAD OF LEGAL SERVICES

### **Duties and Responsibilities**

- To provide support in formulating legal defence and prosecution strategies for cases In which the Centre has interest;
- To draft legal documents such as contracts, and other agreements as directed by the supervisor;
- To represent the Centre In any legal proceedings as may be required;
- To provide support In maintaining proper and safe custody of all legal documents; and
- To perform any other related duties as may be assigned by the immediate supervisor.

### **Qualifications**

Holder of Bachelor Degree In Law (LL.B) from any recognized Institution who has attended Law School of Tanzania or undergone internship program recognized by the Attorney General.

**Salary Scale:** PGSS 7

## **5. JOB TITLE: INTERNAL AUDIT OFFICER II – 1 POST**

Report to: CHIEF INTERNAL AUDITOR

### **Duties and Responsibilities**

- To prepare audit program and audit questionnaires;
- To assist in preparation of engagement program;
- To participate In Preliminary survey In early audit stages;
- To participate In auditing activities;
- To participate In verification audit finding;
- To follow up on Implementation of audits recommendations; and
- To perform any other related duties as may be assigned by the immediate supervisor.

### **Qualifications**

Holder of Bachelor Degree or Advanced Diploma In one of the following fields: Accountancy, Finance, Business Administration or Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions or Intermediate Certificate (Module D) offered by NBAA.

**Salary Scale:** PGSS 6

## **6. JOB TITLE: ARTISAN II – 4 POSTS (MECHANICAL/AUTOMOBILE/LABORATORY)**

Report to: CHIEF WORKSHOP ENGINEER

### **Duties and Responsibilities**

#### **Laboratory**

- To conduct routine foundry sand tests;
- To carry routine chemical tests;
- To be responsible for glass ware cleanliness and other apparatus;
- To ensure the laboratory environment is well maintained;
- To assist Laboratory Assistant in collecting specimen from foundry and scrap yard for the analysis purposes; and
- To perform any other related duties as may be assigned by the Immediate supervisor.

#### **Foundry**

- To operate foundry equipment and machinery;
- To pour molten metal into mould for casting;
- To repair moulds;
- To read and record temperatures of molten metal;
- To make moulds of simple castings;

- To prepare and proceed to make moulds In green and sodium silicate bonded sands;
- To operate with high degree of confidence all simple foundry machines;
- To operate heat treatment equipment and machinery;
- To pack and protect parts against decarburization or scaling during treatment;
- To purge furnace with appropriate gas on treatment Involving gases;
- To carry out heat treatment of simple parts;
- To prepare and proceed to make protective materials on parts Intended for treatment;
- To operate with high degree of confidence simple heat treatment furnace, being able to carry out annealing, hardening and tempering of simple parts;
- To work Independently and operate all machines in the shop;
- To produce high quality products of standard stipulated by the Centre;
- To assist blacksmith of lower grade In their training; and
- To perform any other related duties as may be assigned by the Immediate supervisor.

#### **Auto Electrical /Motor rewind**

- To maintain and repair of machine controllers;
- To facilitate preventive maintenance of complex machine control systems;
- To install electric looms for complex vehicle control systems such as fire crash tenders, and other special purpose vehicles;
- To Instruct lower grade electrical artisans;
- To perform maintenance and repair of electrical equipment's;
- To perform maintenance and repair of electrical Installations such as lighting systems and socket outlets; and
- To perform any other related duties as may be assigned by the Immediate supervisor.

#### **Qualifications**

Holder of form IV Certificate (CSEE) and NVTA1/ CBET III or Trade Test Grade III In one of the following field: Mechanical, Auto Electrical/Motor rewind and Industrial Laboratory or equivalent qualifications from recognised Institution.

### **7. JOB TITLE: TECHNICIAN II – 4 POSTS (MECHANICAL/AUTOMOBILE/LABORATORY)**

Report to: CHIEF WORKSHOP ENGINEER

#### **Duties and Responsibilities**

- To design simple Jigs, fixtures and special tools;
- Operate machine tools such as lather, milling boring, grinding, drilling and gear cutting machines;

- To calculate and set special machine tool operations eg gear generation setting parameters and numerical control machines programming;
- To assist Junior Artisans In the Interpretation of complex manufacturing engineering drawings;
- To Identify machine tool malfunction for proper reporting; and
- To perform any other related duties as may be assigned by the Immediate supervisor.
- To dis-assemble faulty components/parts from vehicles;
- To assemble repaired/bought-in parts into vehicles;
- To conduct minor repairs to vehicle systems/sub-systems;
- To Identify problem in simple vehicle breakdowns;
- To Implement repair to simple vehicle breakdowns;
- To Identify parts for replacement;
- To assist In Implementation of preventive maintenance schedules;
- To operate machines such as lather, milling, boring and drilling machines;
- To use test Instruments for measuring parameters such as voltage, current, resistance and frequency;
- To follow Instruction manuals to perform preventive maintenance schedules on plants & machinery;
- To carry out simple plant repairs; and
- To perform any other related duties as may be assigned by the Immediate supervisor.

### **Qualifications**

Holder of Diploma In one of the following fields: Mechanical, Automobile and Industrial Laboratory from a recognized Institution.

**Salary Scale** – PGSS 5

### **8. JOB TITLE: ENGINEER II – 4 POSTS (MECHANICAL/ENVIRONMENTAL / AUTOMOBILE)**

Reports to: CHIEF WORKSHOP ENGINEER

### **Duties and Responsibilities**

- To review design packages of machinery, components of engineering systems submitted for production;
- To review tools requirements for the production process;
- To undertake safety measures of production personnel, machine tools, material handling equipment, and other facilities;
- To prepare weekly machine loading and ensure timely completion of work orders;
- To assign production foremen specific workloads and conducts regular work progress review to determine the In-process production controls;

- To prepare and process request for design changes and ensure their Implementation;
- To monitor and control work In-progress, and ensure proper use of machinery, equipment and tools;
- To ensure that all production shop personnel observe Industrial safety rules;
- To ensure that materials, parts and tools are available for production and liaise with the supplies office for any deficiency;
- To prepare production process control programmes and work schedules and ensures their applicability;
- To maintain good workmanship standards In the shops and ascertain quality of products to meet the required standards; and
- To perform any other related duties as may be assigned by the Immediate supervisor.

### **Qualifications**

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Mechanical, Environmental and Automobile Engineering, from a recognized institution. Must be registered by Engineers Registration Board (ERB) as Graduate Engineer.

**Salary Scale:** PGSS 7

### **NB: GENERAL CONDITIONS**

- Applicants must attach an up to date Curriculum Vitae (CV) having reliable contact postal address, e-mail address, telephone number and three reputable referees with their reliable contacts.
- The title of the position applied should be written In the subject of the application letter marked on the envelope.
- Applicant must attach their relevant certified copies of academic certificates, one recent passport size picture and birth certificate,
- Application letter should be written in Swahili or English,

Application should be sent to the undersigned not later than **10th June, 2022 at 3:00 p.m**

**The Director General,**

**Private Bag, Nyumbu- Kibaha,**

**PWANI.**

**Tel: 0738 341 330/0738 309 363**

Only shortlisted candidates will be informed on a date of interview.

Remuneration will be according to TATC Scheme of Service of March, 2021