



1. Position Title: Administrative Clerk (Facilities) - All Interested Candidates/All Sources

Announcement Number: Dar es Salaam-2022-054

Hiring Agency: Embassy Dar Es Salaam

Open Period: 08/04/2022 - 08/18/2022Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0105 6

Salary: TZS TSh24,989,567

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-6

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Summary:

Summary: The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Administrative Clerk (Facilities) in the Facility Management Section.

Duties

Major Duties and Responsibilities

45%

1. Supports and manages the Facility Manager's daily work schedule and planning activities.

Provides administrative/clerical support to the Senior, Deputy and Assistant Facility Manager(s), and designated Locally Employed (LE) personnel including Facility Engineers, the Maintenance Supervisor, and Shop Foremen. The Administrative Clerk will receive telephone and e-mail inquiries for all types of facility related issues, will provide information and direction as necessary, and keep the Facility Management team apprised of customer complaints so corrective measures can be taken.

35%

2. Performs administrative duties as assigned by the Facility Manager (FM) such as drafting memos, typing correspondence and maintaining all files, records, and reports.

The Administrative Assistant will draft memos and type correspondences to both internal and external sources; will maintain all files, records, and reports in easily accessible locations such as electronically on the shared drive, or hard copies in approved filing cabinets. Keeps the maintenance library organized and up to date when manufacturers submit revised O&M manuals.

Prepares translations of official documents for the Senior Facility Manager and the Facility Management ICASS customers as required. Provides support to TDY personnel by assisting with country clearance responses, hotel arrangements, providing post and country information literature, arranging transportation, etc.

Tracks and monitors all Building Maintenance Expense (BME) service contracts (approximately 10 contracts) to ensure contractors are meeting the requirements of their service contracts. Submits access requests to the Regional Security Office (RSO) and tracks approval/rejection status of each access requests. Makes arrangements for escorts for contractors personnel including Cleared American escorts for work/service performed in Control Access Area (CAA) locations.

Tracks contractor invoices for BME service contracts and Repair and Improvement (R&I) contracts to ensure they are accurate and complete when submitted, and submits them to be paid according to the prompt payment act. Will provide guidance to contractors when invoices are incomplete or need revision. Will work closely with GSO Procurement and Financial Management when processing invoice.

15%

3. Is trained in Computerized Maintenance Management System (CMMS) and serves as the alternate Work Control Clerk under direction of the Facility Manager and may be instructed to determine work order priorities and scheduling. The incumbent will run CMMS reports as requested by the FM to track the total cost of maintaining properties or equipment, work performed for agencies, work order backlog reports, and reports of work accomplished by individual and shop.

5%

4. Is primary time keeper for the Facility Management Section. Uses the Department of State TATEL software program to report time and attendance (T&A). Monitors LE staff attendance, reports habitual tardiness and abuse of annual and sick leave, and reports LE staff overtime as requested by his/her Senior, Deputy or Assistant FMs.

Qualifications and Evaluations

Requirements:

Experience: A minimum of two (2) years minimum as an Administrative Clerk/Assistant or in a clerical setting, or equivalent experience is required.

Education Requirements:

Education: Completion of secondary school is required.

Evaluations:

Language: Good Working Knowledge (reading, speaking, and writing) in **English** is required and Good Working knowledge (reading, speaking, and writing) in **Kiswahili** is required. *"This may be tested"*

SKILLS AND ABILITIES: Proficiency in Microsoft Office software (Outlook, Word, Excel, Power Point etc.) and other computer programs, and customer service oriented.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Certificate - Completion of secondary school is required.
- Proof of citizenship (National Identification Card, Voters Identification Card or Passport)
- Other Document
- Other Document 2

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2. Position Title: Administrative Clerk (Utility) - All Interested Candidates/All Sources

Announcement Number: Dar Es Salaam-2022-053

Hiring Agency: Embassy Dar Es Salaam

Open Period: 08/04/2022 - 08/18/2022Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0105 5

Salary: TZS TSh21,317,834

Work Schedule: Full-time - 40 Hours per week

Promotion Potential: LE-5

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Summary:

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Administrative Clerk (Utility) - External in the Financial Management Section.

Duties

Major Duties and Responsibilities

UTILITY METER MANAGEMENT: 35%

- Responsible for managing the utility meter readings for the Embassy compound (NEC), the CDC off-site office space and over 100 government-owned and leased residences in Post's housing pool.
- Meter Reading Coordination: Ensures that DAWASCO (water utility) and TANESCO (electricity utility) make timely and accurate readings of water and electric meters for the NEC, CDC office, and all residences. Keeps utility companies apprised of the most current list of Embassy meters and locations. Coordinates appropriate security access for the utilities to the properties as needed for monthly meter readings. Completes monthly spot checks of a selection of residential property access records to ensure meter readings are taking place.
- Meter Troubleshooting/Resolution: Fosters a robust working relationship with key utility company contacts to ensure accurate meter readings for billing statements. When monthly consumption is unusually high, initiates and coordinates a timely review of the meter reading with the utility company. Actively works with the

utility company to promptly resolve issues ranging from incorrect meter readings to water leaks, coordinating with internal Embassy offices as required.

DATA ENTRY TREES UTILITY MODULE: 60%

- Responsible for the monthly entry of utility data for electricity and water into the TREES utility module for meters, CDC office and over 100 government-owned and leased residences in Post's housing pool. Data entry includes dates of consumption, consumption units, monthly cost and meter readings for each meter/property.
- Must coordinate closely with the Budget and Fiscal Voucher Examiners and Budget Analysts to promptly receive copies of utility bills. Must complete precise, accurate data entry of all properties under compressed time schedule to ensure electronic submission to the Overseas Building Office (OBO) within two weeks of receipt of bills.
- Produces a monthly TREES-generated usage report for the Management Officer, General Services Officer and Financial Management Officer's review. Identifies unusual consumption in a given month and pro-actively works with the utility company and internal Embassy offices to resolve any outstanding issues.

TREES/UTILITY SUBJECT MATTER EXPERT: 5%

- Serves as Post's primary subject matter expert on TREES. Serves as the primary point of contact between OBO and Post for all data entry related issues. Keeps abreast of all changes to the TREES software and OBO TREES reporting requirements.
- Performs other duties as assigned by the Supervisory Voucher Examiner, the Financial Specialist, or the FMO.

Qualifications and Evaluations

Requirements:

Experience: Three years of progressively responsible experience in data entry or utility management work required.

Education Requirements:

Completion of Secondary School (Form VI) is required.

Evaluations:

Language: Fluency (reading, speaking, and writing) in **English** is required and Fluency working knowledge (reading, speaking, and writing) in **Kiswahili** is required. *"This may be tested"*

SKILLS AND ABILITIES: Possess typing and computer skills (MS Word, MS Excel, MS Outlook, Internet). Must have ability to easily learn new computer software, particularly data bases.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Certificate - **Completion of Secondary School (Form VI) is required.**
- Proof of Citizenship (**National Identity Card, Voters Identity Card or Passport**)
- Other Document
- Other Document

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3. Position Title: Investigator - All Interested Candidates/All Sources

Announcement Number: Dar Es Salaam-2022-057

Hiring Agency: Embassy Dar Es Salaam

Open Period: 08/04/2022 - 08/18/2022Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0705 9

Salary: TZS TSh49,597,266

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-9

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Summary:

Summary: The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Investigator in the Drug Enforcement Administration Section.

Duties

The incumbent will liaise with high level host nation officials primarily in Tanzania also in Burundi, Rwanda, The Democratic Republic of the Congo, The Republic of the Congo and surrounding countries. S/he will develop and maintain liaison with local police, airport personnel, other security and government officials. Conducts interviews with DEA staff and provide TDY support for VIP visits. Must be available 24 hours a day to respond to any emergencies or contingencies as directed by the Attaché. The position will help the Attaché manage the DEA Vetted Unit (VU). S/he will assist in overseeing the day to day management, hiring, firing, and evaluation of VU personnel.

A. Managerial, Liaison, and Investigations Responsibility: 80%

The incumbent is responsible for maintaining liaison with law enforcement personnel within the GOT and aforementioned countries.

Assists and advises the DEA in obtaining GOT cooperation involving investigations.

Responsible for assisting with arranging protective security coverage during the visits of USG dignitaries, and participates in the exchange of information relative to criminal threats of Staff and/or confidential sources.

Lead and guide the VU in sensitive and complex investigations with close coordination of prosecutors in both the United States and Tanzania.

The incumbent is responsible for managerial oversight of the vetted unit. Provide expert opinions on personnel, participate in the vetting process, and provide expert advice to the Attaché in personnel issues in the VU and evaluate the performance of members.

B. Training Assistance Responsibilities : 10%

Assists the DEA Office with Coordinating Narcotic training presented to the GOT by processing the necessary paperwork for visa issuance, delivering diplomatic notes to the Foreign Ministry and law enforcement agencies; preparing nominees for travel to the United States or neighboring countries; and performing administrative duties as prescribed by the DEA Attaché.

C. Miscellaneous Responsibilities : 10%

Assist in the oversight of DEA and VU vehicles. Ensure the paperwork is properly maintained. Assist with Leahy Vetting and writing detailed reports.

Qualifications and Evaluations

Requirements:

Experience: Officer rank Assistant Superintendent of Police or above, with five years (three in narcotics) of investigative experience with the Tanzanian government, police, or private organization is required.

Education Requirements:

Education: University Degree in law enforcement, social sciences, security studies, or humanities required.

Evaluations:

Language: Fluent (reading, speaking, and writing) in **English** is required and Fluent (reading, speaking, and writing) in **Kiswahili** is required. ***"This may be tested"***

SKILLS AND ABILITIES: Valid **B & D Driving License** is required.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- **University Degree** in law enforcement, social sciences, security studies, or humanities required - **Certificate**
- Valid **B & D Drivers License**
- Proof of Citizenship (**National Identification Card, Voters Identification Card or Passport**)
- Other Document
- Other Document 2

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4. Position Title: Supervisory Telephone Technician - All Interested Candidates/All Sources

Announcement Number: Dar es Salaam-2022-055

Hiring Agency: Embassy Dar Es Salaam

Open Period: 08/04/2022 - 08/18/2022Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0615 8

Salary: TZS TSh38,384,127

Work Schedule: Full-time - 40 Hours per Week

Promotion Potential: LE-8

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Summary: The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Supervisory Telephone Technician in the Information Programs Center Section.

Duties

Coordination with Service Providers and Budget & Finance Office:35% As the head of the Technical Branch, the incumbent provides liaison services between the U.S. Embassy, and all attached agencies and offices, the local Telephone Company (TTCL), Tanzanian Communications Regulatory Agency (TCRA), RIMC telecommunications personnel, and local Internet, telephone, and radio vendors. He/She is responsible for drafting all official correspondence regarding requests for service, technical problems, and billing disputes. Requests extraordinary services (radio frequencies, telephone lines) from local vendors and Tanzania Government for short-term requirements and VIP visits. Incumbent must cultivate and maintain professional, friendly, and productive relationships (various levels) within relevant Tanzania Government offices. These would include lower-level technical support personnel up through engineering departments, and area managers within the company.

Assures the accuracy of services received from these companies per existing contracts. Assists in resolving billing issues between the service providers and official Mission. Tracks cell and data service charges for official visitors and works with Budget and Finance Office to ensure correct allocation of expenses. Contacts service providers for change of service or to report loss or theft of mobile devices. Coordinates with Tanzanian Communications Regulatory Agency (TCRA) to license HF and UHF/VHF radio frequencies and to report use of allocated frequencies by unauthorized entities. Reviews post mobile phone and data service contracts and provide substantive input to request for bids for these services. This requires thorough understanding of local mobile cell and data service provider practices. Incumbent prepares statement and scope of work for all telephone and radio service requests performed by in-house technician and/or external contractors. Identifies telephone and radio hardware needs and procures needed equipment in accordance with department regulations.

Telephone and Internet:25% Installs new telephone and computer drops in embassy offices. Programs and maintains Voice Mail and post telephone switch within FAM/FAH limits. Updates auto attendant messages and ensures operability of approximately 520 embassy

subscribers. Procures and programs more than 300 cell phones. Provides user training on telephone handset and mobile phone operation.

Installs and modifies computerized software for the telephone system. Installs, modifies and moves all telephone and radio hardware in the Mission. Coordinates office moves with the affected parties and in conjunction with GSO, performs surveys, as needed for relocation services and equipment upgrades. Drafts plans for such moves using blueprints; orders bill of material (BOM); drafts and refines site work plans; and schedules installation of equipment. Follows-up as appropriate to ensure quality of service standards. Monitors operation of the telephone system and inputs programming changes via computer. Responds to error messages, analyzes system faults, performs recovery operations in response to system crashes. Schedules the production of the system-generated Telephone Call Billing System and furnishes call summary report to the Financial Management Office. Investigates and helps to resolve billing disputes between the embassy and TTCL.

Inventory Control:20% Maintains inventory of all UHF/VHF and HF radio equipment, currently more than 400 items. Maintains inventory of all mobile devices, currently numbering more than 300. Ensures that hand receipts are prepared and issued for radio equipment and for cell phones. Coordinates with RSO, B&F, IMO and other offices to report lost or stolen equipment. Prepares procurement requests and ensures an adequate supply of spare equipment is on hand. Maintains a computerized inventory of telephone software and hardware, cataloging all version changes as received and installed. Keeps a detailed and current database of all operating releases and works with system vendor and/or regional support personnel in loading and maintenance of it.

Radio:20% Installs radio equipment and antennas as required, including vehicle mobile radios. Using a stand-alone lap top computer, programs radios before issuance or when frequencies or programming is changed. Ensures a sufficient supply of charged spare batteries are on hand in case of an emergency. Operates radio maintenance equipment and other specialized equipment, such as a ground tester, to ensure safe, proper installation of equipment. Incumbent should ensure that he/she prepares a preventive maintenance plan for mobile radio, repeaters, and towers. Represents Radio and Telephone Section at Information Programs Center staff meetings.

Qualifications and Evaluations

Requirements:

Experience: Minimum of three years of progressively more complex related work, including at least two years working with network hardware, high-speed circuitry, multiplexers, and computer-switched telephone systems is required. Managing both

complex technical projects and installations as well as supervising others is required. An additional one year of supervisory experience is required.

Education Requirements:

Education: Two years of college/university studies in Telecommunications is required.

Evaluations:

Language: Good Working Knowledge (reading, speaking, and writing) in **English** is required and Fluent (reading, speaking, and writing) in **Kiswahili** is required. ***"This may be tested"***

Skills and Abilities: Driving License is required.

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Two years of college/university studies in Telecommunications. - **certificate**
- Driving License
- Proof of Citizenship (National Identification Card "NIDA", Voters Identification Card or Passport
- Other Document
- Other Document 2

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