



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



TRANSFER VACANCIES

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 Public Servants who wish to be transferred to EWURA are invited to apply.

1. PETROLEUM DIVISION

Post Title: Principal Engineer II - Petroleum Inspection (1 Post)
Duty Station: EWURA Head Office - Dodoma
Reports to: Technical Manager - Petroleum

Principal Engineer II - Petroleum Inspection will be responsible for ensuring compliance inspection of the petroleum products and facilities.

Duties and Responsibilities:

- i) To plan and coordinate field inspections on providers of petroleum products and infrastructures including pipelines so as to establish conformity with standards.
- ii) To plan and coordinate compliance monitoring and evaluation of petroleum products licensees performance.
- iii) To provide technical inputs on development of regulatory tools that will promote efficiency and sustainable growth of the petroleum sub-sector.
- iv) To review and recommend terms and conditions for licences of petroleum products.
- v) To review and analyse data and information on petroleum products and facilities and provide recommendations.
- vi) To provide technical input in dispute resolutions involving providers of petroleum products and consumers.
- vii) To provide inputs in preparation of periodic performance reports.
- viii) To supervise and guide subordinates.

- ix) To undertake any other related duties as assigned by the supervisor.

a) Minimum Academic Qualifications and Experience

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

Holder of Bachelor's Degree and Master's Degree in one of the following fields: Petroleum Engineering, Mechanical Engineering, Chemical and Process Engineering, Geology, Geo-Science, Petroleum Geology or equivalent qualifications from a recognized Institution with working experience of at least thirteen (13) years in related field. For candidate with Bachelor degree in Engineering must have been registered by Engineering Registration Board (ERB) as a Professional Engineer.

Post Title: Engineer II - Petroleum Inspection (3 Posts)

Duty Station: EWURA Offices

Reports to: Senior Engineer II- Petroleum Inspection

Engineer II - Petroleum Inspection will be responsible for compliance inspection of the petroleum products and facilities.

Duties and Responsibilities:

- x) To participate in field inspections of petroleum products and facilities including pipeline to establish conformity with standards;
- xi) To provide technical inputs in the preparation of regulatory tools for petroleum infrastructure including petroleum pipelines;
- xii) To conduct preliminary review of licence applications;
- xiii) To collect, analyse and prepare reports on the licensing performance trends;
- xiv) To assist in gathering research data related to petroleum industry during inspections;
- xv) To collect and analyse relevant data on petroleum products and facilities; and
- xvi) To undertake any other duties as assigned by the superiors.

b) Minimum Academic Qualifications and Experience

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

Holder of Bachelor's Degree in one of the following fields: Petroleum Engineering, Mechanical Engineering, Chemical and Process Engineering, Geology, Geo-Science, Petroleum Geology or equivalent qualifications from a recognized Institution. For candidate with Bachelor degree in Engineering must have been registered by Engineering Registration Board (ERB) as a Graduate Engineer.

2. CORPORATE AFFAIRS DIVISION

Post Title:	Personal Secretary II (2 Posts)
Duty Station:	EWURA Head Office - Dodoma
Reports to:	Human Resources Officer II

Personal Secretary II will be responsible for ensuring that the secretarial and administrative functions of the Authority.

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 maintain register of files and correspondences.
- vi. To assist in planning and preparing conference telephone calls.
- vii. To manage and coordinate telephone calls to and from the office.
- viii. To type and prepare internal and external correspondences.
- ix. To keep records of events, appointments, visitors, meetings, travel arrangements for the immediate supervisor.
- x. To undertake any other relevant duties as assigned by the supervisor.

c) Minimum Academic Qualifications and Experience

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

Holder of a Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Diploma in Secretarial Studies with passes in Shorthand (English) and Hati Mkato (Kiswahili) at a speed of

80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institutions.

Post Title: Driver (3 posts)
Duty Station: EWURA Offices
Reports to: Transport Officer

Driver will be responsible for driving the Authority's motor vehicles and ensures that the vehicle is always in good condition.

Duties and Responsibilities:

- i. To drive the Authority's vehicles as assigned.
- ii. To maintain vehicles in good order.
- iii. To ensure maximum security of all passengers and property while driving including mechanical conditions of vehicles.
- iv. To maintain a proper logbook for movement of vehicle.
- v. To check mechanical fitness of vehicles and adhere to road/traffic regulations.
- vi. To make minor repairs and reports on those needing major repairs.
- vii. To dispatch official correspondences.
- viii. To undertake any other duties as assigned by the supervisor.

Academic Qualifications and Experience

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

Holder of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class C or E and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Trade Test Grade II or Level II in Motor Vehicle Maintenance or Mechanics is a must.

Post Title: Accounts Officer II (1 post)
Duty Station: EWURA Offices
Reports to: Accountant II

Accounts Officer II will provide assistance on the financial functions of the Authority in order to increase effectiveness and efficient to the delivery of regulatory service.

Duties and Responsibilities:

- i. To receive/Deposit cash and cheques.
- ii. To issue cheques, petty cash and other payments and issue receipts for payments made.
- iii. To maintain bank deposits slips, receipt books for all transactions and cheque books for all the Authority Bank Accounts.
- iv. To post receipts transactions into Accounting system.
- v. To prepare and record all payment vouchers and maintains payment voucher file.
- vi. To prepare and record all credit notes and maintain credit notes file.
- vii. To record all receipts, journal vouchers, debit notes, and petty cash summary and maintain respective files.
- viii. To post authorized transactions in the accounting system and ensure that system records portray true and updated financial position of the Authority on a daily basis.
- ix. To provide inputs in preparation of section performance reports.
- x. To undertake any other related duties as assigned by the superiors.
- xi. To prepare, record and file all payment vouchers.
- xii. To prepare, record and file all credit notes.
- xiii. To record all receipts, journal vouchers, debit notes and petty cash summary and maintain respective files.
- xiv. To post all authorized transactions in the accounting system and ensure that system records portray true and updated financial position of the Authority on a daily basis.
- xv. To maintain and reconcile all accounts receivable including amounts due from staff to ensure prompt and regular collection of dues.
- xvi. 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.
- xvii. To assist in keeping and updating the Authority's Fixed Assets Register.

- xviii. To maintain and reconcile banking transactions.
- xix. To provide inputs in preparation of section performance reports.
- xx. To undertake any other related duties as assigned by the superiors.

Academic Qualifications and Experience

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

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

Post Title: Assistant Supplies Officer (1 post)

Duty Station: EWURA Offices

Reports to: Zonal Manager

Assistant Supplies Officer will be responsible for proper management of stores, transport and administrative services.

Duties and Responsibilities:

- i. To ensure proper store management and recording of purchased goods and services.
- ii. To handle stores as per Authority's financial and accounting procedures manual.
- iii. To ensure that office is properly maintained and provided with essential services and supplies.
- iv. To ensure office tenancy lease contracts are properly managed and advice on issues related to rent and utilities payments.
- v. To assist in supervision of drivers and ensure uninterrupted provision of transport services.
- vi. To assist in supervision of maintenance of office equipment and motor vehicles.
- vii. To assist in handling transport logistics, issuance of fuel and checks logbooks.

- viii. To assist in supervision office cleanness, courier services and staff welfare.
- ix. To assist in coordination of corporate events and meetings.
- x. To assist in management and handling of incoming mails, outgoing mails, storage and retrieval of records.
- xi. To provide inputs in preparation of periodic performance reports.
- xii. To undertake any other duties as assigned by the superiors.

Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience;
Holder of Diploma in one of the following fields: Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions. The candidate must be registered by PSPBT as a Procurement and Supplies Technician or Procurement and Supplies Full Technician.

3. REGULATORY ECONOMICS DIVISION

Post Title: Economist II – Local Content (2 posts)

Duty Station: EWURA Head Office

Reports to: Senior Economist II

Economist II will be responsible for providing support in economic regulation to the regulated sectors.

Duties and Responsibilities:

- i. To assist in the coordination of local content development in the natural gas, petroleum and electricity sub sectors.
- ii. To provide inputs in the preparation of various guidelines for local content plans and reporting.
- iii. To assist in reviewing of local content plans submitted to the Authority by regulated natural gas, petroleum and electricity service providers.
- iv. To provide inputs in development and reviewing the local content regulatory tools.
- v. To assist in educating and sensitizing key stakeholders as well as the general public on local content issues.

- vi. To undertake local content monitoring, audit and enforcement.
- vii. To provide technical inputs in the preparation of periodic and annual natural gas (transmission), petroleum and electricity performance reports.
- viii. To undertake any other duties as may be assigned by superiors.

Academic Qualifications and Experience

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

Holder of Bachelor's Degree in one of the following fields: Economics, Economics and Finance, Economics and Statistics, Regulatory Economics, Agricultural Economics and Agribusiness, Applied Economics and Business or equivalent qualifications from recognized Institutions.

4. WATER AND SANITATION DIVISION

Post Title: Engineer II – Water and Sanitation (6 posts)

Duty Station: EWURA Offices

Reports to: Senior Engineer II

Engineer II – Water and Sanitation will be responsible for providing support in the provision of technical regulation of the regulated sector

Duties and Responsibilities:

- i. To assist in collecting, collating, analyzing and storing information for regulatory reporting purpose in periodic basis on technical and commercial aspects of water supply and sanitation services;
- ii. To conduct inspection of water supply and sanitation services in relation to water supply and sanitation including water quality monitoring;
- iii. To provide inputs in reviewing and advising on tariffs and prices of water and sanitation services;
- iv. To review of water utilities' business plans, customer service charters and performance reports;
- v. To provide technical and commercial inputs in resolving disputes between regulated service providers and consumers;

- vi. To provide inputs in preparation of periodic performance reports of water sector; and
- vii. To undertake any other duties as assigned by the superiors.

Academic Qualifications and Experience

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

Holder of Bachelor's Degree in one of the following fields: Civil Engineering, Mechanical Engineering, Environmental Engineering, Chemical and Process Engineering, Water Resources Engineering, Water Resources and Irrigation Engineering, Municipal and Industrial Services or equivalent qualifications from a recognized Institution. Must have been registered by Engineering Registration Board (ERB) as a Graduate Engineer.

5. LEGAL SERVICES DIVISION

Post Title: Principal Legal Officer II (1 post)

Duty Station: EWURA Head Offices

Reports to: Legal Services Manager

Principal Legal Officer II will be responsible for providing support in interpretation and application of laws for all regulated sectors.

Duties and Responsibilities:

- i. To advise the Authority on the proper interpretation and application of laws and all agreements that have bearing on regulated services
- ii. To review pleadings and coordinate representation of the Authority in matters of litigation.
- iii. To represent the Authority in litigations before the Fair Competition Tribunal, the High Court and Court of Appeal.
- iv. To consistently review the Authority statute, regulations and rules under EWURA ACT and make appropriate recommendations for any required revisions
- v. To coordinate implementation of laws, regulations, rules, contracts, agreements and other legal instruments, including providing legal advice on internal matters such as Human

Resources, procurement and contracts for goods and services entered into by the Authority.

- vi. To plan and coordinate studies on legislation and other legal aspects pertaining to regulated sectors and the role and functions of the Authority.
- vii. To coordinate and participate in handling of consumer complaints.
- viii. To provide inputs in drafting various legal instruments.
- ix. To supervise and guide subordinates.
- x. To coordinate preparation of divisional performance reports
- xi. To undertake any other duties as assigned by the superiors.

Academic Qualifications and Experience

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

Holder of Bachelor's Degree and Master's Degree in the field of Law (LL.M) or Business Administration from any recognized Institution who has passed a recognized practical legal training or undergone internship program recognized by the Attorney General with working experience of at least thirteen (13) years in related field. Must be a registered Advocate of the High Court of Tanzania.

Post Title: Customer Service Officer II (2 posts)

Duty Station: EWURA Offices

Reports to: Senior Customer Service Officer II

Customer Service Officer II will be primarily responsible for handling complaints from customers in accordance with the established guidelines and procedures.

Duties and Responsibilities:

- i. To receive, record and manage complaints from customers and stakeholders of regulated services received electronically, by telephone and physically.
- ii. To follow up and ensure that all received complaints are forwarded to supervisor.

- iii. To follow up and ensure that all complainants receive feedbacks on their concerns within the prescribed time.
- iv. To maintain updated database of received complaints including awards register.
- v. To assist in preparation, maintenance and updating of public awareness campaign materials on the Authority's complaint handling facility.
- vi. To participate and provide inputs at consumer complaints hearing and mediation sessions.
- vii. To provide customer service related inputs to drafting of various legal instruments.
- viii. To provide inputs in preparation of divisional performance reports.
- ix. To undertake any other duties as assigned by the superiors.

Academic Qualifications and Experience

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

Holder of Bachelor's Degree in one of the following fields: Economics, Law, Business Administration, Public relation, international relations, mass communication, business communication or equivalent qualifications from recognized institutions. The candidate must be computer literate.

6. ELECTRICITY DIVISION

Post Title: Engineer II – Electricity Inspection (1 post)

Duty Station: EWURA Offices

Reports to: Senior Engineer II – Electricity

Engineer II – Electricity Inspection will be responsible for providing support on economic, technical, safety and environmental regulation of the electricity transmission.

Duties and Responsibilities:

- i) To assist in 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 assist in coordination, collation, analyses and storage of information for regulatory reporting purpose in periodic basis on technical aspects of Electricity supply;
 - iii) To assist in provision of technical inputs towards resolving disputes between regulated service providers and consumers;
 - iv) To assist in licensing of electrical installation personnel;
 - v) To assist in ensuring optimal provision of environmental and safety inputs to regulating and controlling the distribution and sale of electricity;
 - vi) To participate in inspection of electrical installation to ensure compliance with applicable industry standards;
 - vii) To assist in coordination of activities of electrical installation licensing secretariat;
 - viii) To assist in coordination of licensing and monitoring of electrical installation licensees;
 - ix) To participate in inspecting premises damaged by electrical accidents;
 - x) To participate in pre and post installation inspection of electrical generators; and
 - xi) To undertake any other related duties as assigned by the superiors.

Academic Qualifications and Experience

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

Holder of Bachelor's Degree in one of the following fields: Electrical Engineering, Petroleum Engineering, Electromechanical Engineering, Renewable Energy Engineering, Electrical Power Engineering, or equivalent qualifications from a recognized Institution. Must have been registered by Engineering Registration Board (ERB) as a Graduate Engineer.

7. INTERNAL AUDIT DIVISION

Post Title: Internal Auditor II (1 post)
Duty Station: EWURA Head Office - Dodoma
Reports to: Senior Internal Auditor II

Internal Auditor II will be responsible for assisting the Management to institute effective internal control system, risk management and good governance processes.

Duties and Responsibilities:

- i. To conduct internal audit work
- ii. To prepare audit reports.
- iii. To organize and prepare working papers.
- iv. To prepare and keep internal audit files and other relevant information.
- v. To participate and witness in annual stocktaking and non-current assets verification.
- vi. To provide inputs in the preparation on annual audit plan and review of internal audit procedures and manual
- vii. To conduct follow up on the progress made on the implementation of Board's directives.
- viii. To assist in evaluating internal controls, risk management and governance processes and recommend actions for improvement.
- ix. To participate in the divisional risk management process.
- x. To provide inputs in the preparation of divisional performance reports.
- xi. To undertake any other relevant duties as assigned by the supervisor.

Academic Qualifications and Experience

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

Holder of Bachelor's Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus either CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.

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

- a) EWURA is an equal opportunity employer.
- b) Staff will be employed on permanent and pensionable terms.

Mode of Application

Interested Public Servants should apply in confidence enclosing:

- (i) Application letter with Curriculum Vitae (CV) including names, postal address, e-mail address and telephone number.
- (ii) Certified copies of certificates.
- (iii) one passport size photo and names and contacts of three referees,
- (iv) Applicants must channel their application letters through their respective employers, failure of which will lead to automatic disqualification.
- (v) Transfer is not promotion therefore applicants should apply for the position they are currently holding and must state their check numbers.
- (vi) Only successful candidates will be contacted for further procedures.
- (vii) Applicants should indicate their willingness and commitment to cover for their transfer costs as the application for transfer will be considered as self-initiated.
- (viii) Lobbying and canvassing will not be entertained and may result to the applicant's disadvantage.
- (ix) The applicant who will submit the applications through E-mail address provided below should attach all necessary attachments as one document or file in PDF format.
- (x) Interested applicants should submit their applications by **17th January, 2023** through E-mail: jobs@ewura.go.tz or to the following address:

**The Director General,
Energy and Water Utilities Regulatory Authority (EWURA),
EWURA House, Plot No 3, Block AD, Medeli West,
P. O. Box 2857,
DODOMA**