



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF INDUSTRY AND TRADE  
BUSINESS REGISTRATIONS AND LICENSING  
AGENCY



Ref. No JA.9/259/01/A/270

6<sup>th</sup> March 2023

**PUBLIC SERVICE RECRUITMENT SECRETARIAT  
TEMPORARY VACANCIES**

On behalf of the Business Registrations and Licensing Agency (BRELA), the President's Office, Public Service Recruitment Secretariat invites competent, experienced highly organized and self-motivated persons to fill **fifty (50)** temporary vacant posts mentioned below:

**INTRODUCTION**

BRELA is a Government Executive Agency which was established under the Executive Agencies Act No. 30 of 1997 and published on the 8<sup>th</sup> October, 1999 through Government Notice No. 294. The Agency was officially inaugurated on the 3<sup>rd</sup> December 1999 to facilitate orderly conduct of business and provision of business regulatory services. The major functions of BRELA is to administer various business laws including the Companies Act Cap 212; Business Names Act Cap 213 R.E. 2002; Trade and Service Marks Act Cap 236 R.E 2002; Patents (Registration) Act Cap. 217 R.E. 2002; National Industries Registration and Licensing Act Cap. 46 R.E. 2002 and Business Licensing Act Cap. 208 R.E 2002. In addition, BRELA monitors the registered and licensed entities to ensure legal compliance and handles disputes resolution services in relation to Patents, Trade and Service Marks Registrations and removal proceedings.

**1. (a) Position: Registration Assistant (25 - post)**

**(b) Duties and Responsibilities.**

- i. To issue and record receipts;
- ii. To prepare daily and periodic revenue reports;

- iii. To prepare cash and cheque receipt transactions on daily basis;
- iv. To prepare Bank reconciliations statements regularly;
- v. To capture revenue into the system, post and perform necessary reconciliations;
- vi. To issue payment vouchers and forwards to signatories;
- vii. To maintain incoming invoice register;
- viii. To reconcile clearance and payable accounts;
- ix. To post and maintain all revenue and expenditure accounts;
- x. To review petty cash reimbursement;
- xi. To prepare regular clearance accounts reconciliations;
- xii. To prepare monthly Payroll;
- xiii. To check imprest and reimbursement;
- xiv. To provide inputs for preparation of periodic reports;
- xv. To provide inputs for development and review of policies and guidelines; and
- xvi. To perform any other duties as may be assigned by the superior from time to time.

**(c) Qualifications and Experience:**

Holder of Certificate of Secondary Education Examination plus Diploma in one of the following fields: Records Management, Business Administration, Law or equivalent qualifications from recognized institutions. Must be computer literate.

**(d) Salary:** BRELA 3.

**2. (a) Position: Records Management Assistant II (25 post)**

**(b) Duties and Responsibilities.**

- i. To prepare file register;
- ii. To receive in-coming mail and records them in relevant register;
- iii. To stamp in-coming mail;
- iv. To be custodian of all letters and all attached documents referred to;
- v. To send mail preview box to previewing officers;
- vi. To take daily notes of files in various offices to up-date the movement;
- vii. To proofread all outgoing letters and make advise for correction accordingly;
- viii. To make sure all letters are signed by relevant desk officers;
- ix. To circulate flimsy file to the authorized officer; and
- x. To perform any other official duties as may be assigned by the immediate Supervisor.

**(c) Qualifications and Experience:**

Holder of Certificate of Secondary Education Examination (CSEE) plus Diploma (NTA Level 6) in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions. The candidate must be computer literate.

**(d) Salary:** BRELA 3.

**MODE OF APPLICATION**

**GENERAL CONDITIONS;**

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service and where specified otherwise.
- ii. Applicants must attach an up to date curriculum Vitae (CV) having reliable contacts postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given by this advertisement;
- iv. Attaching copies of the following certificates is strictly not accepted;
  - Form IV and form VI results slips.
  - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Services should route their application letters through their respective employers.
- vi. Applicants who have/were retired from the public service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA) and National Council for Technical (NACTE);
- ix. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate in their application;

- xi. **A signed application letter should be written either in Swahili or English and Addressed to Chief Executive Officer, Business Registrations and Licensing Agency (BRELA), P.O. Box 9393, Dar es Salaam.**
- xii. **Deadline for application is 19th April, 2023;**
- xiii. Only shortlisted candidates will be informed on a date for interview;
- xiv. Presentation of forged certificates and other information will necessitate to legal action;
- xv. The employment will be done from the place of engagement.

**NOTE:** All applications must be Apply through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/>

not otherwise (This address also can be found at PSRSWebsite, click "Recruitment Portal").

**SECRETARY PUBLIC SERVICE RECRUITMENT SECRETARIAT.**



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF INDUSTRY AND TRADE  
**BUSINESS REGISTRATIONS AND LICENSING  
AGENCY**



Ref. No JA.9/259/01/A/271

06<sup>th</sup> April, 2023

**PUBLIC SERVICE RECRUITMENT SECRETARIAT  
TRANSFER VACANCIES**

On behalf of the Business Registrations and Licensing Agency (BRELA), the President's Office, Public Service Recruitment Secretariat invites applications from suitably qualified public servants who wish to transfer to BRELA to fill **Twelve (12)** vacant posts mentioned below:

**INTRODUCTION**

BRELA is a Government Executive Agency which was established under the Executive Agencies Act No. 30 of 1997 and published on the 8<sup>th</sup> October, 1999 through Government Notice No. 294. The Agency was officially inaugurated on the 3<sup>rd</sup> December 1999 to facilitate orderly conduct of business and provision of business regulatory services. The major functions of BRELA is to administer various business laws including the Companies Act Cap 212; Business Names Act Cap 213 R.E. 2002; Trade and Service Marks Act Cap 236 R.E 2002; Patents (Registration) Act Cap. 217 R.E. 2002; National Industries Registration and Licensing Act Cap. 46 R.E. 2002 and Business Licensing Act Cap. 208 R.E 2002. In addition, BRELA monitors the registered and licensed entities to ensure legal compliance and handles disputes resolution services in relation to Patents, Trade and Service Marks Registrations and removal proceedings.

**1. (a) Position: Senior ICT Officer (Security) (1 post)**

**(b) Qualifications and Experience:**

Possession of Bachelor Degree in one of the following fields: Computer Science, Computer Security, Cyber Security, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer science related qualifications from recognized institutions with working experience of at least seven (7) years in related field. The candidate must be Certified in one of the following ICT Security professions; CEH, ECSCA, LPT, CISA, CISSP, CISM, OSCP and CSX-CP.

**(c) Salary:** As per BRELA Salary Scale.

**2. (a) Position: Licensing Officer II (1 post)**

**(b) Qualifications and Experience:**

Possession of Bachelor Degree in one of the following fields: Economics, Statistics, Business Administration, Laws (LL.B) or equivalent qualifications from recognized institutions. Must be computer literate.

**(c) Salary:** As per BRELA Salary Scale.

**3. (a) Position: Internal Auditor II (1 post)**

**(b) Qualifications and Experience:**

Possession of Bachelor 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.

**(c) Salary:** As per BRELA Salary Scale.

**4. (a) Position: Senior Receptionist (1 post)**

**(b) Qualifications and Experience:**

Possession of Certificate of Secondary Education Examination (CSEE) with at least three credits passes in English and Kiswahili plus Certificate in one of the following fields: Telephone Operation, Reception, Front Office, Front Desk Management or equivalent qualification from recognized institutions with working experience of at least seven (7) years in related field.

**(c) Salary:** As per BRELA Salary Scale.

**5. (a) Position: Office Assistant II (1 post)**

**(b) Qualifications and Experience:**

Possession of Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili.

**(c) Salary:** As per BRELA Salary Scale.

**6. (a) Position: Head of Internal Audit and Assurance Unit (1 post)**

**(b) Qualifications and Experience:**

Holder of Master Degree in one of the following fields: Auditing, Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions. Must have either CPA (T), ACCA, ACA, CIA, CIMA or equivalent professional qualifications recognized by NBAA and registered as "Associate Accountant" or "Fellow Accountant" or equivalent qualifications from recognized institutions.

**(c) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

**7. (a) Position: Head of Business Registry Unit (1 post)**

**(b) Qualifications and Experience:**

Holder of Master Degree in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions.

**(c ) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

**8. (a) Position: Head of Human Resources and Administration Section (1 post)**

**(b) Entry Qualifications**

Holder of Master Degree in one of the following fields: Public Administration, Human Resource Management, Human Resource Planning and Management, Industrial Relations, Commerce or Business Administration majoring in Human Resources Management or equivalent qualification from recognized institutions. The candidate must have sat for and passed Qualifying Law Examination for Administrative Officers or Proficiency Examination for Human Resource or Proficiency Examination for Human Resources Officers.

**(c ) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

**9. (a) Position: Head of Planning Monitoring and Evaluation Section (1 post)**

**(b) Entry Qualifications**

Holder of Master Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics, Project Planning and Management, Development Finance and Investment Planning, Statistics, Policy Planning or equivalent qualifications from recognized institutions.



**(c ) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

**10. (a) Position: Head of Business Licensing Section (1 post)**

**(b) Entry Qualifications**

Holder of Master Degree in one of the following fields: Economics, Law, Agricultural Economics and Agribusiness, Statistics, International Trade, Economics and Finance, Marketing, Entrepreneurship, Business Administration or Commerce in either Marketing, Entrepreneurship, Finance, Accountancy or equivalent qualifications from a recognized institution.

**(c ) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

**11. (a) Position: Head of Industrial Licensing Section (1 post)**

**(b) Entry Qualifications**

Holder of Master Degree in one of the following fields: Economics, Law, Agricultural Economics and Agribusiness, Statistics, International Trade, Economics and Finance, Marketing, Entrepreneurship, Business Administration or Commerce in either Marketing, Entrepreneurship, Finance, Accountancy or equivalent qualifications from a recognized institution.

**(c ) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

**12. (a) Position: Head of Business Names Section (1 post)**

**(b) Entry Qualifications**

Holder of Master Degree in one of the following fields: Economics, Law, Agricultural Economics and Agribusiness, Statistics, International Trade, Economics and Finance, Marketing, Entrepreneurship, Business Administration or Commerce in either Marketing, Entrepreneurship, Finance, Accountancy or equivalent qualifications from a recognized institution.

**(c) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

**12. (a) Position: Head of Patents Section (1 post)**

**(b) Entry Qualifications**

Holder of Master Degree in one of the following fields: Economics, Law, Agricultural Economics and Agribusiness, Statistics, International Trade, Economics and Finance, Marketing, Entrepreneurship, Business Administration or Commerce in either Marketing, Entrepreneurship, Finance, Accountancy or equivalent qualifications from a recognized institution.

**(c) Experience**

Must have work experience of at least eight (8) years in related field of which two (2) years should be served at a Senior level.

**(d) Salary:** As per BRELA Salary Scale.

## GENERAL CONDITIONS

Interested candidates should apply in confidence enclosing:

- (i) Certified copies of certificates, transcripts and valid licenses
  - i. Applicants must attach an up to date curriculum Vitae (CV) having reliable contacts postal address/post code, e-mail and telephone numbers;
  - ii. **Applicants must be Public Servants and channel their application letters through their respective employers, failure of which will lead to automatic disqualification;**
  - iii. Applicants with special needs/case (disability) are supposed/advised to indicate in their application;
  - iv. Only successful candidates will be contacted for further procedures;
  - v. Presentation of forged certificates and other information will necessitate to legal action;
  - vi. A signed application letter should be written either in Swahili or English and Addressed to Chief Executive Officer, Business Registrations and Licensing Agency (BRELA), **P.O. Box 9393, Dar es Salaam.**
  - vii. Deadline for application is **19<sup>th</sup> April, 2023;**
  - viii. **Applicants should indicate their willingness and commitment to cover the transfer cost as the transfer is considered to be self-initiated.**

## NOTE

- i. All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/>  
  
notherwise (This address also can be found at PSRS Website, click "Recruitment Portal").

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT.**