



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: Engineer II - Petroleum Inspection (3 Post)

Duty Station: EWURA Offices

Reports to: Technical Manager- Petroleum

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

Duties and Responsibilities:

- i) To participate in field inspections of petroleum products and facilities including pipelines to establish conformity with standards;
- ii) To provide technical inputs in the preparation of regulatory tools for petroleum infrastructure including petroleum pipelines;
- iii) To conduct a preliminary review of license applications;
- iv) To collect, analyze and prepare reports on the licensing performance trends;
- v) To assist in gathering research data related to the petroleum industry during inspections;
- vi) To collect and analyze relevant data on petroleum products and facilities; 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 a Bachelor's Degree in one of the following fields: Petroleum Engineering, Mechanical Engineering, Chemical and Process Engineering, Geo-Science, Petroleum Geology, or equivalent qualifications from a recognized Institution. For Candidates with a Bachelor's degree in Engineering must have been registered by the Engineering Registration Board (ERB) as a Graduate Engineer.

2. CORPORATE AFFAIRS DIVISION

Post Title: Senior Accountant II (1 Post)
Duty Station: EWURA Offices
Reports to: Finance and Accounts Manager

Senior Accountant II will be responsible for ensuring billing and collection of Authority revenues, finance functions, review for accuracy and proper posting for all records for payments and receipts made within the Authority.

Duties and Responsibilities:

- i. To monitor and ensure timely billing and collection of all revenues of the Authority.
- ii. To follow-up of Authority income on regular basis and attend to queries from regulated suppliers' revenue transactions.
- iii. To ensure timely and effective provision of financial services to the Authority.
- iv. To provide inputs in developing, upgrading and application of systems and procedures for finance.
- v. To ensure that all finance functions are carried out on time and accordance to financial standards.
- vi. To provide inputs in prudent management of the Authority's resources, including keeping records on their utilization.
- vii. To participate in preparation of time-based reports on financial performance.
- viii. To provide inputs in preparation annual financial statements and during auditing.
- ix. To undertake any other duties as assigned by the superiors.

- x. To ensure timely and effective provision of financial services to the Authority.
- xi. To monitor financial expenditure and ensure compliance to approved budget, procedures and policies.
- xii. To provide inputs in developing, upgrading and application of systems and procedures for finance.
- xiii. To ensure that all finance functions are carried out on time and accordance to financial standards.
- xiv. To provide inputs in prudent management of the Authority's resources, including keeping records on their utilization.
- xv. To participate in preparation of time-based reports on financial performance.
- xvi. To provide inputs in preparation annual financial statements and during auditing.
- xvii. To monitor and control all accounts payable for the Authority.
- xviii. To prepare and update the assets register of the Authority.
- xix. 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 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 an equivalent professional qualification recognized by the NBAA with working experience of at least seven (7) years in a related field.

3. INTERNAL AUDIT DIVISION

Post Title: Senior Internal Auditor II- Risk Management (1 post)

Duty Station: EWURA Head Office - Dodoma

Reports to: Risk Management Manager

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

Duties and Responsibilities:

- i. To review internal controls and submit recommendations to superiors.
- ii. To assess and recommend internal control systems adequate to avert perpetration of frauds, misappropriation and embezzlements.
- iii. To conduct audit work and documents audit issues in working papers.
- iv. To conduct regular checks and ad hoc investigations.
- v. To respond to external audit queries to allow for accounts to be approved at the end of the financial year.
- vi. To Monitor Management implementation of auditors' recommendations.
- vii. To participate in assessing risk management practices within the organization.
- viii. To participate in special audits and investigations;
- ix. To review working papers prepared by junior staff; and
- x. To perform any other official duties as may be assigned by the immediate 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 qualifications recognized by the NBAA with working experience of at least seven (7) years in the related field. Skills in Risk Management will be an added advantage.

4. LEGAL SERVICES DIVISION

Post Title:	Legal Officer II (1 Post)
Duty Station:	EWURA Headquarters Office - Dodoma
Reports to:	Manager Licensing and Enforcement

Legal Officer II will be responsible for interpretations of regulatory legislation and legal matters, to represent the Authority in various Courts and tribunals and to provide inputs to research on legislation and other legal aspects pertaining to regulated sectors, the role and functions of the Authority.

Duties and Responsibilities:

- i. To assist in interpretation of regulatory legislation and other legal documents.
- ii. To assist in preparing the Authority's representation in matters of litigation.
- iii. To represent the Authority in various Courts and tribunals.
- iv. To follow up on implementation of laws, regulations, rules, contracts, agreements and other legal instruments.
- v. To assist in providing legal advice on internal matters such as Human Resources, procurement and contracts for goods and services entered into by the Authority.
- vi. To assist in providing inputs in drafting and updating concessions, lease and license agreements in the regulated sectors.
- vii. To participate in reviewing appeals, procedures and enforce actions.
- viii. To provide inputs to research on legislation and other legal aspects pertaining to regulated sectors and the role and functions of the Authority.
- ix. To provide legal advice to and settle consumer complaints as well as from regulated suppliers.
- x. To coordinate and participate in consumer complaints hearing sessions.
- xi. To participate in preparing Board meetings and minutes.
- xii. To provide advice in drafting various legal instruments.
- xiii. To provide legal inputs in the preparation of divisional performance reports.
- xiv. To undertake any other duties as assigned by the superiors.

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: Law (LL.B) from any recognized Institution who has passed a recognized practical legal training or undergone internship program recognized by the Attorney General.

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.
- (vi) Only successful candidates will be contacted for further procedures.
- (vii) Applicants should indicate their willingness and commitment to cover their transfer costs as the application for transfer will be considered self-initiated.
- (viii) Lobbying and canvassing will not be entertained and may result to the applicant's disadvantage.
- (ix) Interested applicants should submit their applications by **5th February, 2024** through the following address:

**The Director General,
Energy and Water Utilities Regulatory Authority (EWURA),
EWURA House, 3 EWURA Street, 41104 Tambukareli,
P. O. Box 2857,
DODOMA**