



## **TRANSFER VACANCIES**

The State Mining Corporation (STAMICO) is a state-owned entity established in 1972 under the Public Corporation Act, 1969 through the State Mining Corporation Establishment Order No. 163 of 1972 as amended by GN. 171 of 2015. The Corporation is responsible for investing in the mining sector through the entire mineral value chain from mineral prospecting, mining, processing and mineral trading. The Corporation operates mines and provides services in management of mining, drilling, environment and other related business. It is also responsible for supporting small scale mining sector in Tanzania.

STAMICO is purely commercial entity which operates in business norms on equal competitive environment along with private companies. In order to effectively and efficiently discharge its mandate, the Corporation wishes to advertise Transfer Vacancies from suitably qualified Tanzania Public Servants who wish to be transferred to STAMICO as follows:-

### **1. JOB TITLE: RECORDS MANAGEMENT ASSISTANT I (1 Post)**

#### **Required Qualifications and Experience**

Holder of National Form IV or VI with a Diploma in one of the following fields; Records Management, Archives Management or any other related field from a recognized institution with working experience of at least 4 years in relevant field. Computer knowledge is must.

#### **Duties and responsibilities**

- To open new files and indexes as may be directed by the superior;
- To ensure outgoing letters are properly signed by relevant desk officers;

- To receive correspondence and files sent by dispatch book;
- To check to ensure that copies and attachments to correspondences are attached as required;
- To assign work to the staff in the registry;
- To review pending correspondence and list files required for filing;
- To ensure that flimsy file is circulated to officers concerned in good time;
- To receive correspondence and files sent by dispatch book;
- To sort outgoing correspondence in accordance with instructions;
- To maintain an up-to-date register of office files;
- To make copies and attaches correspondence to relevant files whenever deemed necessary;
- To review pending correspondence and list files required for filing;
- To develop individual objectives or targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and
- To perform any other related duties as might be assigned by the immediate Supervisor

**Remuneration: Salary Scale: SMC. 4.1**

## **2. JOB TITLE: SENIOR PROCUREMENT OFFICER I (1 Post)**

### **Required Qualifications and Experience**

Holder of Bachelor degree in one of the following fields; Procurement and Supplies Management, Materials Management, Commerce/ Business Administration (Majoring in Procurement and Supplies Management), Logistics Management and any other related field from recognized institution with at least 10 years working experience in relevant field. Must be registered by

PSPTB as an Approved Procurement and Supplies Professional with computer literacy.

### **Duties and responsibilities**

- To analyze purchases and undertakes subsequent purchasing process of approved requisitions; assessment for small scale miners;
- To prepare summaries on actual and plans of environmental management of the mines;
- To recommend steps to be taken against mines that fail to implement sound environmental management practices;
- To develop individual objectives or targets and performance standards as part of individual performance agreement in consultation with the immediate supervisor; and
- To perform other related duties as assigned by immediate Supervisor.

### **Remuneration Salary Scale: SMC 5.1**

### **3. JOB TITLE: ACCOUNTANT I**

#### **Required Qualifications and Experience**

Holder of Bachelor Degree in one of the following fields; Accounting, Finance, Commerce or Business Administration majoring in Accounting or Finance or any other related field from a recognized institution with at least four (4) years working experience in the relevant field and must possess one of the following; CPA (T), ACCA, ACA, CIMA or its equivalent professional qualifications recognized by NBAA. Must be computer literate.

#### **Duties and responsibilities**

- To participate in the preparation of annual budget;
- To give inputs to formulation of revenue accounting policies, regulation and procedures;

- To participate in preparation and compilation consolidated financial statements of the Corporation
- To advise vote holders on procurement matters;
- To prepare purchase requisition or orders upon approval;
- To countercheck and ensures that the specifications contained in the order and respective requisitions are as per user' requirements;
- To recommend procurement and disposal by tender procedures;
- To prepare advertisements of tender opportunities:
- To coordinate performance of the Goods Inspection and Acceptance Committee;
- To prepare draft annual procurement plan (AAP);
- To prepare General Procurement Notice (GPN);
- To review evaluation reports:
- To prepare report on procurement and other related records;
- To manage procurement contracts:
- To develop individual objectives or targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and
- To carry out any other duties as assigned by immediate Supervisor.
- To review weekly cash and debt position i.e. revenue and expenditures;
- To check and controls accounting operations;
- To prepare Annual Financial Reports;
- To monitor and controls corporate plan and budget;
- To supervise processing of accounting transactions and book transactions;
- To respond to audit queries;

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

**Remuneration: Salary Scale: SMC. 6.1**

**4. JOB TITLE: PROCUREMENT OFFICER I (1 Post)**

**Required Qualifications and Experience**

Holder of Bachelor degree in one of the following fields; Procurement and Supplies Management, Material Management, Commerce/Business Administration (Majoring in Procurement and Supplies Management), Logistics Management or any other related field from recognized institution with working experience of at least 4 years in related field. Must be registered by PSPTB as a Graduate Procurement and Supplies Professional with computer literacy.

**Duties and responsibilities**

- To prepare Price Quotations and Selection Sheets;
- To maintain a register of all contracts awarded annually;
- To coordinate the procurement and disposal activities of all the departments of procuring entity;
- To prepare other procurement reports as may be required from time to time;
- To collect and keep procurement statistics;
- To register requests for procurement from users;
- To liaise with supplies unit in establishing stock levels and timing of replacement;
- To coordinate inspection team for carrying out inspection of goods received to ensure conformity to quality;
- To follow up overdue orders from suppliers;

- To review evaluation reports;
- To develop individual objectives or targets and performance standards as part of the individual performance agreement in consultation with the immediate superior: and
- To perform any other related duties as assigned by immediate

**Remuneration: Salary Scale: SMC. 5.1**

### **5. JOB TITLE: DRIVER I (1 Post)**

#### **Required Qualifications and Experience**

Holder of Secondary Education Certificate with passes in Kiswahili and English. Also should have a valid Driving License Class "C" or "E"; Advanced Driving Course offered by the National Institute of Transport (NIT) or any other recognized institution and Trade Test II/Level II in Motor Vehicle Driving, Motor Vehicle Mechanics or Auto-Electricity plus driving experience of at least five (5) years.

#### **Duties and responsibilities**

- To drive Corporation's vehicles as assigned by the Transport Officer;
- To keep record of vehicle movements, distance covered within its logbook;
- To keep records of fuel and tires in the logbook;
- To perform routine service to his vehicle;
- To develop individual objectives or targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and
- To perform any other related duties as might be assigned by the immediate Supervisor.

Remuneration: Salary Scale: SMC. 7.1

## **6. JOB TITLE: INTERNAL AUDITOR I (1 Post)**

### **Required Qualifications and Experience**

holder of Bachelor Degree in one of the following fields: Accountancy or Auditing or Finance or Business Administration (majoring in Accountancy, Auditing, Finance or any related field from any recognized University/Institution. The candidate must possess CPA (T), ACCA, ACA, CIA or equivalent professional qualifications recognized by NBAA with at least 4 years working experience in related field. Must be computer literate.

### **Duties and responsibilities**

- To participate in carrying out Corporation's internal auditing;
- To conduct audit on Corporation operations, financial, governance and systems;
- To ensure that financial and internal control system are effective and consistent with corporation financial rule and regulation;
- To ensure that internal audit reports are prepared according audit standard;
- To undertake special check and investigation for audit purpose;
- To assist in preparation of internal audit program;
- To conduct preliminary examination of Joint Venture, subsidiary project in relation to drilling, and mining production;
- To develop individual objectives or targets and performance standards as part of the individual performance agreement in consultation with the immediate supervisor; and
- To perform any other related duties assigned by supervisor.

**Remuneration: Salary Scale: SMC 6.1**

## **7. JOB TITLE: ENVIRONMENT MANAGEMENT OFFICER I**

## **Required Qualifications and Experience**

Holder of Bachelor Degree in one of the following fields; Environmental Laboratory Science Technology, Environmental Studies, Environmental Science and Management, Environmental Science and Conservation, Environmental Engineering, Environmental Planning and Management or any other related field from a recognized institution with working experience of at least 4 years in relevant field. Must be computer literate.

## **Duties and responsibilities**

**To conduct strategic environmental and social**

**Remuneration: Salary Scale: SMC. 3.1**

## **GENERAL CONDITIONS**

- Applicants must attach an up-to-date Curriculum Vitae (CV) with certified certificates. Results slips and provisional results are strictly not accepted.
- Applicants must be Public Servants and shall channel their application through their respective employers.
- Certificates from foreign examination bodies must be certified by appropriate body (NECTA, NACTVET or TCU).
- Only short-listed applicants will be contacted.
- Applicants should indicate their willingness to cover the transfer cost.

## **HOW TO APPLY AND DEADLINE**

Interested applicants must submit their application to [info@stamico.co.tz](mailto:info@stamico.co.tz) not later than **11 February 2024**.

Full Address:

**Managing Director.**

**State Mining Corporation,**

**Mirembe Road. Hazina Plot No. 173, Block 'W'.**

**P.O. BOX 981,**



**DODOMA**