



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS
TANZANIA ELECTRICAL, MECHANICAL AND
ELECTRONICS SERVICES AGENCY (TEMESA)



TRANSFER VACANCIES

Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) was established on 26th August, 2005 under the Executive Agencies Act No. 30 of 1997 through Government Notice No. 254. The aim of the Agency is to provide efficient and effective electrical, mechanical and electronic services, reliable and safe ferry transport services and hiring of equipment to Government institutions and the public at large.

TEMESA has **144** vacancies for which suitably qualified, creative and results driven Public Servants who wish to be transferred to TEMESA are invited to apply.

1. ECONOMIST I (2 POST)

a. Academic Qualifications and Experience:

Holder of Bachelor Degree in one of the following fields; Economics, Economics and Finance, Statistics, Economics and Statistics or equivalent qualifications from recognized institutions with working experience of at least four (4) years worked experience in related field.

b. Duties and Responsibilities:

- i. To collect data and information to be used as inputs to the budgeting process;
- ii. To prepare basic statistical and management reports;
- iii. To interpret and analyses data for plan formulation;
- iv. To coordinate issues related to Gender and mainstream them in Agency's plans and programs.
- v. To coordinate preparation of Agency's Action Plans and work plans;
- vi. To analyse implementation of plans to ensure availability of up-to-date financial information;
- vii. To coordinate the preparation of reallocation of fund
- viii. To perform any other related duties as may be assigned from time to time by the supervisor.

c. Salary Scale: TMSS 5

2. SUPPLIES OFFICER I (9 POSTS)

a. Academic Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Approved Procurement and Supplies Professional with working experience of at least four (4) years in related field.

b. Duties and Responsibilities:

- i. To prepare statements of requirements, tender advertisements and contract documents;
- ii. To prepare periodic procurement reports;
- iii. To process and ensure timely purchases/ Procurement works for TEMESA;
- iv. To process procurement works and maintain procurement database for TEMESA;
- v. To establish Procurement requirements and prepare Annual Procurement Plans;
- vi. To prepare Tender documents; and contracts documents;
- vii. To plan and recommend procurement and disposal by tender;
- viii. To prepare periodic Procurement performance reports;
- ix. To maintain register of contracts awarded; and
- x. To evaluate tender document.

c. Salary Scale: TMSS 5

3. SUPPLIES OFFICER II (2 POSTS)

a. Direct Entry Qualifications

Holder of Bachelor Degree in one of the following fields; Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.

b. Duties and Responsibilities:

- i. To follow up overdue orders,
- ii. To prepare stock report,
- iii. To clear goods imported by the Agency
- iv. To carry out stock balancing in quantity and value every week, monthly, quarterly, half year and end of year;
- v. To maintain files and records of stocks prices, quantities, suppliers' lists, specifications catalogues and other information;

- vi. To conduct periodic inspection and stocktaking of materials & suppliers;
- vii. To maintain updated inventory of goods, supplies and materials;
- viii. To perform any other related duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 4

4. SENIOR RECORDS MANAGEMENT ASSISTANT (1 POSTS)

a. Academic Qualifications and Experience

Holder of Ordinary Diploma in one of the following fields; Records Management, Archives Management, Records and Archives Management, Archive and Documentation, Records and Information Management or equivalent qualification from recognized institutions with working experience of seven (7) years in related field.

b. Duties and Responsibilities:

- i. To ensure proper handling of classified information;
- ii. To ensure identification and codification of documents as per prescribed groupings;
- iii. To establish and maintain indexes and file movement cards to facilitate retrieval of information and records;
- iv. To register and dispatch incoming and outgoing mails;
- v. To liaise with National Archives for safe custody of closed and dormant files;
- vi. To manage cleanliness and sanitation works in the office building and surroundings;
- vii. To conduct daily marking and maintain file movement; and
- viii. To perform any other duties as may be assigned the supervisor.

c. Salary Scale: TMSS 5

5. RECORDS MANAGEMENT ASSISTANT I (10 POSTS)

a. Academic Qualifications and Experience

Holder of Ordinary Diploma in one of the following fields; Records Management, Archives Management, Records and Archives Management, Archive and Documentation, Records and Information Management or equivalent qualification from recognized institutions with working experience of four (4) years in related field.

b. Duties and Responsibilities:

- i. To manage receipts and registration of letters and other documents;
- ii. To sort out incoming mails;
- iii. To arrange files according to classification for easy retrieval;

- iv. To keep proper records of classified documents;
- v. To maintain and update proper filing system.
- vi. To maintain and keep the registry in good order
- vii. To track movement of all files
- viii. To perform any other duties as may be assigned the supervisor.

c. Salary Scale: TMSS 4

6. RECORDS MANAGEMENT ASSISTANT II (8 POSTS)

a. Direct Entry Qualifications

Holder of Certificate in one of the following fields; Records Management, Archives Management, Records and Archives Management, Archive and Documentation, Records and Information Management or equivalent qualification from recognized institutions.

b. Duties and Responsibilities:

- i. To carry out proper record keeping;
- ii. To maintain and update file movement registers;
- iii. To receive incoming mail, to record them in relevant register book and to dispatch outgoing mails;
- iv. To open relevant files according to record keeping regulations;
- v. To trace, locate and retrieve files when needed by officers; and
- vi. To perform any other duties as may be assigned the supervisor.

c. Salary Scale: TMSS 3

7. LEGAL OFFICER I (2 POST)

a. Academic Qualifications and Experience

Holder of Bachelor Degree in Law (LLB) from recognized institutions and must have attended and passed Internship or Law School of Tanzania with working experience of at least four (4) years in related field.

b. Duties and Responsibilities:

- i. To participate in negotiations for drawing up general contracts;
- ii. To assist in drafting Legal Instruments;
- iii. To provide legal opinion in relation to the Authority's functions;
- iv. To represents the Authority in any legal proceedings as may be required;
- v. To maintain proper and safe custody of all legal documents;
- vi. To assist in carrying out any relevant legal research; and
- vii. To perform any other related duties as may be assigned by the Supervisor from time to time.

c. Salary Scale: TMSS 6

8. OFFICE MANAGEMENT SECRETARY I (3 POSTS)

a. Academic Qualifications and Experience

Holder of Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institution from a recognized institution with working experience of at least four (4) years in related field.

b. Duties and Responsibilities:

- i. To keep record of file movement register;
- ii. To type, download, print and distribute to relevant officers incoming official emails;
- iii. To receive and direct telephone calls and replaying telephone messages, emails and fax messages;
- iv. To organizing and maintain a diary of appointments;
- v. To deal with correspondences and letter writing;
- vi. To maintain office equipment and machines; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

c. Salary Scale: TMSS 4

9. OFFICE MANAGEMENT SECRETARY II (6 POST)

a. Academic Qualifications

Holder of Form IV Certificate with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

b. Duties and Responsibilities:

- i. To keep record of file movement, register in her office;
- ii. To handle confidential and important documents in terms of normal office practice, filling, indexing etc.;
- iii. To type, download, print and distribute to relevant officers incoming official emails;
- iv. To receive and direct telephone calls and replaying telephone messages, emails and fax messages;
- v. To organizing and maintain a diary of appointments;
- vi. To deal with correspondences and letter writing;
- vii. To organize and store paperwork, documents and computer-based information;
- viii. To ensure office equipment and machines in her custody are well maintained; and

- ix. To perform any other duties as may be assigned the supervisor.

c. Salary Scale: TMSS 3

10. SENIOR PUBLIC RELATIONS OFFICER (1 POST)

a. Academic Qualifications and Experience

Holders of Bachelor Degree in one of the following fields; Journalism, Mass Communication, International Relations, Marketing Communication, Public Relations, Business Administration majoring in Marketing or equivalent qualifications from recognized institutions with working experience of at least seven (7) years in related field.

b. Duties and Responsibilities:

- i. To facilitate conferences, seminars, ceremonies, etc.
- ii. To assist in the production of Radio and TV programmes;
- iii. To maintain photographic records of major events;
- iv. To collect and handle internal and external complaints;
- v. To prepare the Authority's promotional materials and activities;
- vi. To prepare and carry out public announcements which has interest to the Agency; and
- vii. To examine and verify public opinions and recommend corrective measures.

c. Salary Scale: TMSS 6

11. PLANT OPERATOR I (3 POSTS)

a. Academic Qualifications and Experience

Holder of form four certificate with at least VETA Trade test II or level II in motor vehicle mechanics or Basic Driving Course offered by VETA or any recognized Institution with at least five (5) years' experience in related field. The candidate should possess a Driving License Class F.

b. Duties and Responsibilities

- i. To prepare operation schedule for plants and equipment,
- ii. To prepare duty rosters for Plant Operators;
- iii. To train and supervise junior plant operators;
- iv. To maintain data base for plants and equipment;
- v. To perform any other related duties as may be assigned by supervisor.

c. Salary Scale: TMSS 3

12. DRIVER I (9 POSTS)

a. Academic Qualifications and Experience

Holder of Secondary Education Certificate having a valid Driving License Class C or E.; Advanced Driving Course offered by VETA College or NIT or any recognized institution plus driving experience of at least five (5) years in related field.

b. Duties and Responsibilities:

- i. To handle and drive the vehicle assigned;
- ii. To keep in good and safe working condition and identify any defects on vehicle and its accessories before and after making any trip;
- iii. To make regular inspection of vehicles;
- iv. To carry out minor repairs to the vehicle;
- v. To assist in collecting and dispatching mails;
- vi. To clean assigned vehicles; and
- vii. To perform any other duties as may be assigned by supervisor.

c. Salary Scale: TMSS 3

13. TECHNICIAN I – MECHANICAL (17 POSTS)

a. Academic Qualifications and Experience

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in one of the following fields; Mechanical, Automotive or equivalent qualification from a recognized Institution with working experience of at least four (4) years in related field.

b. Duties and Responsibilities

- i. To prepare preventive maintenance plan of Motor Vehicles, Plants and Equipment;
- ii. To draw safety plan for Mechanical Workshops;
- iii. To prepare preliminary Engineering drawings and approve AutoCAD drafting;
- iv. To prepare tender documents and contract documents;
- v. To repair and carry out preventive maintenance of Motor vehicles;
- vi. To perform any other official duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 4

14. TECHNICIAN I – REFRIGERATION AND AIR CONDITIONING (5 POSTS)

a. Academic Qualifications and Experience

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Refrigeration and Air Conditioning, or equivalent qualification from a recognized Institution with working experience of at least four (4) years in related field.

b. Duties and Responsibilities

- i. To diagnose cause of malfunction or failure of Air-conditioning of equipment and systems;
- ii. To prepare bids repair and maintenance of Air conditioning system;
- iii. To install air conditioning systems as per engineering drawings;
- iv. To plan and budget for repair and maintenance of Refrigeration equipment;
- v. To prepare shop drawings as built drawings;
- vi. To conduct conditional survey, load study and write report;
- vii. To prepare sketch drawings, and take site measurements;
- viii. To attend in site inspection, site meetings and prepare reports;
- ix. To perform any other official duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 4

15. TECHNICIAN I – ELETRICAL (10 POSTS)

a. Academic Qualifications and Experience

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Electrical or equivalent qualification from a recognized Institution with working experience of at least four (4) years in related field.

b. Duties and Responsibilities

- i. To prepare inspection plan for equipment buildings;
- ii. To develop wiring diagrams, layout drawings and Engineering specifications for Electrical equipment and systems;
- iii. To draw safety plan of Electrical Workshop.
- iv. To conduct conditional survey, load study and write report;
- v. To prepare sketch drawings, and take site measurements;
- vi. To prepare preliminary Engineering drawings;
- vii. To attend in site inspection, site meetings and prepare reports;
- viii. To undertake installation, repair and maintenance of electrical system in traffic and street lights;
- ix. To undertake installation, repair and maintenance of electrical office equipment;

- x. To prepare cost estimates for maintenance of electrical installation works, street lights, appliances and generators;
- xi. To carry out routine safety inspection of all electrical installation, appliances, machinery and generators.
- xii. To perform any other official duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 4

16. TECHNICIAN I – MARINE (3 POSTS)

a. Academic Qualifications and Experience

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Marine or equivalent qualification from a recognized Institution with working experience of at least four (4) years in related field.

b. Duties and Responsibilities

- i. To carry out engine overhauls of Marine Vessel,
- ii. To monitor ferry engine while in operation;
- iii. To execute maintenance, service and repairs of Marine Vessel,
- iv. To plan for services maintenance and repairs for Marine Vessel.
- v. To manage the operation of propulsion units;
- vi. To manage fuel, lubrication and ballast operation;
- vii. To manage safe and effective maintenance and repair procedures;
- viii. To ensure that propellers and sea suction are checked periodically and all deficiencies are corrected;
- ix. To perform any other official duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 4

17. TECHNICIAN II –MECHANICAL (9 POSTS)

a. Academic Qualifications

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Mechanical or equivalent qualification from a recognized Institution.

b. Duties and Responsibilities

- i. To carry out detailed inspection of Motor Vehicles, Plants and Equipment;
- ii. To prepare cost estimates for maintenance of Vehicles, Plants and Equipment;
- iii. To carry out preventive maintenance and repairs of Motor vehicles, Plants and Equipment;
- iv. To prepare Engineering drawings and AutoCAD drafting;
- v. To prepare inspection report;

- vi. To attend site meetings/site inspection and prepare inspection report;
- vii. To perform any other official duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 3

18. INTERNAL AUDIT OFFICER II (5 POSTS)

a. Academic Qualifications

Holder of Bachelor 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 or Intermediate Certificate (Module D) offered by NBAA or equivalent qualifications from a recognized institution.

b. Duties and Responsibilities

- i. To review the accuracy and efficiency of accounting systems and controls.
- ii. To ascertain the extent of compliance with prescribed plans, procedures and Financial and other Regulations.
- iii. To review operational activities and utilization of funds in the Agency,
- iv. To scrutinize records of inspections carried out by departments other than internal audit.
- v. To carry out operational and management audit.
- vi. To carry out stock taking checks throughout the Agency,
- vii. To undertake special investigations and provide advice accordingly.
- viii. To perform any related task as may be assigned by the Supervisor.

c. Salary Scale: TMSS 4

19. ADMINISTRATIVE OFFICER I (1 POSTS)

a. Academic Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Public Administration, Sociology, Human Resources Management, Industrial Relations, Human Resources Planning and Management, Business Administration/Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions with working experience of at least four (4) years in related field.

b. Duties and Responsibilities:

- i. To prepare periodic reports regarding progress of administrative affairs;
- ii. To perform office furnishing details;
- iii. To coordinate security matters;
- iv. To deal with staff welfare matters such as sport and games, canteen, burial services and any other welfare matters required for members of staff; and
- v. To perform any other related duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 5

20. ADMINISTRATIVE OFFICER II (1 POSTS)

a. Direct Entry Qualifications

Holder of Bachelor Degree in one of the following fields; Public Administration, Sociology, Human Resources Management, Industrial Relations, Human Resources Planning and Management, Business Administration/Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions.

b. Duties and Responsibilities:

- i. To make follow up on general maintenance and services of office equipment's;
- ii. To record meeting proceedings;
- iii. To keep employees' records and avail the same when needed;
- iv. To supervise security matters and cleanliness of office premises; and
- v. To perform any other related duties as may be assigned by the supervisor.

c. Salary Scale: TMSS 4

21. HUMAN RESOURCE OFFICER I (1 POSTS)

a. Academic Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Public Administration, Human Resources Management, Industrial Relations, Human Resources Planning and Management, Business Administration/Commerce majoring in Human Resources Management, Sociology or equivalent qualification from recognized institutions with working experience of at least four (4) years in related field.

b. Duties and Responsibilities:

- i. To assist in the preparation of Personnel Emoluments and Budget (PE);
- ii. To identify manpower needs and proper utilization of Human Resources;
- iii. To prepare training programme and ensure availability of training opportunities;
- iv. To maintain proper human resource records; and
- v. To prepare periodic training reports.

c. Salary Scale: TMSS 5

22. ACCOUNTS OFFICER I (3 POSTS)

a. Academic Qualifications and Experience

Holder 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 Institution or Intermediate

Module D offered by NBAA with working experience of at least four (4) years in related field.

b. Duties and Responsibilities:

- i. To preparing various payment reports, schedules and lists of various expenditures;
- ii. To examine payments;
- iii. To maintaining vote book and various registers (e.g. debtors, imprest, creditors);
- iv. To serve as a cashier for both receiving and paying funds, issue receipts for funds received and obtain acknowledgement for funds paid;
- v. To deposit and withdrawal funds from TEMESA's bank accounts and prepare bank reconciliation statements;
- vi. To maintain ledger accounts, journal, cash book and other accounting records and reconciles control accounts in the general ledger with subsidiary Ledgers;
- vii. To perform any other related duties as may be assigned by the Supervisor

c. Salary Scale: TMSS 5

23. ACCOUNTS ASSISTANT I (10 POSTS)

a. Academic Qualifications and Experience

Holder of Ordinary Diploma in one of the following fields: Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized OR ATEC II offered by NBAA.

b. Duties and Responsibilities:

- i. To file accounts documents.
- ii. To arrange accounts files in storage places.
- iii. To dispatch cheques to payees.
- iv. To prepare Payment vouchers.
- v. To issue receipts for funds received and obtain acknowledgement for funds paid
- vi. To maintain fixed assets, register and ensures that it is up to date
- vii. To maintain staff imprest records and retirements.
- viii. To perform other duties as assigned by the supervisor

c. Salary Scale: TMSS 3

24. ESTATES OFFICER I (1 POSTS)

a. Academic Qualifications and Experience

Holder of Bachelor Degree in Properties and Facilities Management, Land Management and Valuation or equivalent qualifications from recognized institution with working experience of at least four (4) years.

b. Duties and Responsibilities

- i. To assist Senior Estate Officer in undertaking optimal use of Government Real Estate by spearheading the alternative use of the properties.
- ii. To assist senior estate officer in establishing and maintaining tenants and housing application.
- iii. To make follow ups on rent collection and eviction of defaulters;
- iv. To monitor rent payment performance and report accordingly;
- v. To participate in disputes resolutions arising from tenancy and advise accordingly;
- vi. To participate in preparation of Real estate management Policy, manuals and guidelines;
- vii. To establish and maintain list of properties owned by Tanzania Diplomatic missions and Embassies;
- viii. To perform any other related duties as may be assigned by supervisor.

c. Salary Scale: TMSS 6

25. ARTISAN I –MECHANICAL (22 POSTS)

a. Academic Qualifications and Experience

Holder of Trade Test II or Level I/II or equivalent qualification from a recognized Institution with working experience of at least four (4) years in related field.

b. Duties and Responsibilities

- i. To carry out cleanness of Workshop premises and working tools.
- ii. To carry out minor repair and maintenance of Vehicles, Plant and Equipment under supervision of a Senior Technician.
- iii. To attend routine orders from supervisors.

c. Salary Scale: TMSS 3

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. Applicants must attach their certified copies of the following certificates;
 - Masters/Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Masters/Postgraduate/Degree/Advanced Diploma/Diploma Transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable).
- 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.

TEMESA operates in 26 Regions thus interested applicants should be ready to work in any Region.

NB: All applications should be channeled through the following address and NOT through e-UHAMISHO (Watumishi Portal)

Chief Executive,
Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA),
TEMESA House,
2 TEMESA Street 41104 Tambukareli,
P.O Box 1075,
DODOMA.

Application deadline is on November, 10th 2024

Issued on 28th October, 2024