

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/B/128**

**27<sup>th</sup> February, 2025**

**VACANCY ANNOUNCEMENT**

**1.0 BACKGROUND INFORMATION**

On behalf of the Business Registrations and Licensing Agency (BRELA), the President's Office, Public Service Recruitment Secretariat invites applications from suitably qualified candidates who wishes to fill three (3) vacant posts mentioned below:

**2.0 THE BUSINESS REGISTRATIONS AND LICENSING AGENCY (BRELA)**

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 function 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.

<b>POST</b>	<b>DEPUTY REGISTRAR - LICENSING (1 POST)</b>
<b>EMPLOYER</b>	<b>BUSINESS REGISTRATIONS AND LICENSING AGENCY(BRELA)</b>
<b>REPORT TO</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SUPERVISES</b>	Manager - Business Licensing Section and Manager - Industrial Licensing Section
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To administer the National Industries (Licensing and Registration) Act No. 10 of (1967) and the Business Licensing Act, 1972;</li> <li>ii. To advise on the matters pertaining to Industrial Licence and Business Licence;</li> <li>iii. To direct and supervise all operations in the Directorate of Licensing;</li> <li>iv. To coordinate preparations of recommendations on applications for submission to the Industrial Licensing Board;</li> <li>v. To approve feasibility studies submitted by prospective investors;</li> <li>vi. To liaise with other Institutions on licensing issues;</li> <li>vii. To provide technical advice to prospective investors on licensing issues;</li> <li>viii. To manage register of Licences;</li> <li>ix. To participate in the preparation of strategic plans, annual budgets and operational plans, including implementation timeframes, identification of resource requirements and responsible players;</li> <li>x. To coordinate the preparation of Directorate performance reports and distribute to appropriate users;</li> </ul>

	<ul style="list-style-type: none"> <li>xi. To review and approve Industrial and Business Licences;</li> <li>xii. To suspend, revoke or cancel of issued Licenses where necessary;</li> <li>xiii. To liaise with Regional and District Trade Offices in the Local Government Authorities to facilitate licensing processes through online platforms; and</li> <li>xiv. To perform any other duties as may be assigned by the Chief Executive Officer.</li> </ul>
<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: Economics, Law, Agricultural Economics, Agribusiness, Statistics, International Trade, Economics and Finance, Marketing, Entrepreneurship, Business Administration or equivalent qualification from a recognized institution. The Master Degree must be related to Bachelor Degree.
<b>WORK EXPERIENCE</b>	Must have working experience of at least eight (8) years in related field of which two (2) years should be in Senior level.
<b>AGE LIMIT</b>	Not more 45 years except for those who are in Public Service.
<b>REMUNERATION/SALARY SCALE</b>	As per BRELA Salary Scale
<b>APPLICATION TIME LINE</b>	Fourteen days (14) days from the date of the advertisement.

<b>POST</b>	<b>HEAD OF BUSINESS REGISTRY UNIT (1 POST)</b>
<b>EMPLOYER</b>	<b>BUSINESS REGISTRATIONS AND LICENSING AGENCY</b>
<b>REPORT TO</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SUPERVISES</b>	All Staff under the Unit
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To advise and provide guidance on records management systems;</li> <li>ii. To maintain electronic and manual records in line with Government Policies, Regulations and Manuals;</li> <li>iii. To advise the Management on matters related to implementation of Records Management Policies, Regulations and Manuals;</li> <li>iv. To Process file classification scheme and indices for the Agency's records;</li> <li>v. To maintain electronic and manual Registers for Business Names, Companies, Business License, Industrial Licenses, Patents, Trade and Service Marks;</li> <li>vi. To manage retrieval of records and monitoring file movement for proper tracking;</li> <li>vii. To Control incoming and outgoing correspondences and registering various documents;</li> <li>viii. To design and maintain electronic and manual files arrangement and control the movement of Business files within and outside the Organization;</li> <li>ix. To develop and maintain records and archiving management systems for the Agency;</li> </ul>

	<ul style="list-style-type: none"> <li>x. To coordinate implementation of Records Retention and Disposal Schedule of the Agency;</li> <li>xi. To maintain and manage all documentation correspondences including post registration records;</li> <li>xii. To facilitate timely updating of Business Files and Records in cooperation with Core Directorates;</li> <li>xiii. To supervise scanning and indexing and archiving of files; and</li> <li>xiv. To perform any other duties as may be assigned by the Supervisor.</li> </ul>
<b>QUALIFICATIONS</b>	Holder of Master Degree in Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized Institutions. The Master Degree must be related to a Bachelor Degree.
<b>WORK EXPERIENCE</b>	Must have working experience of at least eight (8) years in related field of which two (2) years should be in Senior level.
<b>AGE LIMIT</b>	Not more 45 years except for those who are in Public Service.
<b>REMUNERATION/SALARY SCALE</b>	As per BRELA Salary Scale
<b>APPLICATION TIME LINE</b>	Fourteen days (14) days from the date of the advertisement.

<b>POST</b>	<b>PATENTS SECTION MANAGER (1 POST)</b>
<b>EMPLOYER</b>	<b>BUSINESS REGISTRATIONS AND LICENSING AGENCY</b>
<b>REPORT TO</b>	<b>DIRECTOR OF INDUSTRIAL PROPERTY</b>
<b>SUPERVISES</b>	All Staff under the Unit
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To manage the administration of Patents Act (Cap 217) R.E. 2002 and Regulations;</li> <li>ii. To advise the Director of Industrial property (Deputy Registrar) on matters related to Patents;</li> <li>iii. To advise on amendments of laws and Regulations related to Patents.</li> <li>iv. To review and process applications for grant of Patents and issue the respective certificates;</li> <li>v. To review and recommend for approval on processing of National Patents, Industrial Designs and applications filed through regional and international routes;</li> <li>vi. To manage the administration of post grant activities to ensure maximum compliance is attained;</li> <li>vii. To administer international projects and communications on matters related to Patents;</li> <li>viii. To liaise with National Commission for Science and Technology (COSTECH), Higher Learning and Research and Development Institutions for the promotion of innovation, science and technology,</li> </ul>

	<p>protection and commercialization of research results;</p> <p>ix. To coordinate participation in international fora for matters related to Patents and ensure national commitments are fulfilled;</p> <p>x. To manage Patents records and ensure the information is available for the public use;</p> <p>xi. To prepare and implement awareness creation programs on the procedures, standards and requirements for Patent applications to increase the number of filed Patents;</p> <p>xii. To perform any other duties as may be assigned by the Supervisor.</p>
<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: Economics, Law, Agricultural Economics, 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. The Master Degree must be related to a Bachelor Degree.
<b>WORK EXPERIENCE</b>	Must have working experience of at least eight (8) years in related field of which two (2) years should be in Senior level.
<b>AGE LIMIT</b>	Not more 45 years except for those who are in Public Service.
<b>REMUNERATION/SALARY SCALE</b>	As per BRELA Salary Scale
<b>APPLICATION TIME LINE</b>	Fourteen days (14) days from the date of the advertisement.

### 3.0 GENERAL CONDITIONS:

- i. All applicants must be Tanzanian citizen.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates.
  - o Masters/Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - o Masters/Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - o Form IV and Form VI National Examination Certificates.
  - o Professional Registration and Training Certificates from respective
  - o Registration or Regulatory Bodies, (where applicable).
  - o Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - o Form IV and form VI results slips.
  - o Testimonials and all Partial transcripts.
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply.
- x. An applicant should indicate three reputable referees with their reliable contacts
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, and Public Service Recruitment



Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha  
Rose Migiro Buildings - Dodoma.

- xiii. Deadline for application is 11 **March, 2025**;
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**