

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/105

07th December, 2024

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Petroleum Development (TPDC), the Public Service Recruitment Secretariat (PSRS), invites, dynamics, and suitable qualified Tanzanians to fill one (1) vacant of General Manager

1.0 TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)

Tanzania Petroleum Development Corporation (TPDC) is a National Oil Company dealing with Oil and Gas exploration, development, and production. The Corporation has a Subsidiary Company named TANOIL Investment Limited, which deals with importing, storing, supplying, and distributing Petroleum.

POST	GENERAL MANAGER
EMPLOYER	TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)
REPORTS TO	TANOIL GOVERNING BOARD
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To provide strategic leadership and operational direction of the Company. ii. To formulate the vision, objectives, and strategies of the Company for the realization of the sector growth and its contributions to the Tanzanian growth as a whole. iii. To formulate, translate, and implement operational petroleum sector policies that govern the petroleum value chain ranging from midstream to downstream. iv. To implement petroleum sub-sector policies to achieve the objectives and vision of the company. v. To implement directives of the Governing Board under Company policies, relevant Acts, and regulations governing the industry. vi. To ensure the Company's human, financial, and physical resources are nurtured, developed, managed, and harnessed optimally. vii. To ensure adequate mechanisms for internal control and monitoring of the Company are in place. viii. To advise the Governing Board on matters related to all activities under the Company's mandate and on the policies affecting them. ix. To oversee the operations of the Company and

	<p>any other matters affecting the Company, subsidiaries, and associated companies.</p> <ul style="list-style-type: none"> x. To develop an appropriate financing plan for the Company and its subsidiaries and associated companies for the Board's approval. xi. To liaise with the parent organization to ensure that the Company provides full support and assistance in pursuing the parastatal and national objectives. xii. To prepare and submit to the government Board the annual plans, budget, and periodic reports as stipulated in the Acts and regulations governing the Company. xiii. To ensure effective human capital policies and strategies in line with overall Company strategy, including recruitment, staff development, retention, and performance. xiv. To monitor the performance of senior staff, including matters of integrity, transparency, and compliance with the governing policies, rules, regulations, and codes of conduct. xv. To perform any other duties assigned to him/her by the relevant authorities as may be called upon from time to time
QUALIFICATIONS	Holder of Master's Degree from recognized universities in any of the following fields: Geosciences, Petroleum Engineering, Human Resource Management, Public Administration, Accounting, Finance, Law, Business Administration in Oil and Gas Management, and Economics.
WORK EXPERIENCE	Twelve (12) years of relevant working experience of which three (3) years must be in managerial position. Working

	experience in the Oil and Gas Industry will be an added advantage
TERMS OF EMPLOYMENT	Permanent and Pensionable.
REMUNERATION/SALARY SCALE	TPDCS 14
APPLICATION TIMELINE	Twenty one (21) days from the date of the advertisement

GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania generally with an age not above 45 years except those who are in Public Service should not exceed 55 years.
- ii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;
- iii. **Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail, and telephone numbers;**
- 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: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates/Diploma Transcript
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
 - Birth Certificate;
- vi. Attaching copies of the following certificates is strictly not accepted:
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;

- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. A signed application letter should be written either in Swahili or English and Addressed to
The Secretary, President Office, Public Service Recruitment Secretariat, P. O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.
- xiii. The deadline for application is **27th December 2024**;
- xiv. Only short-listed 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 the 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