

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/112

23rd December, 2024

VACANCY ANNOUNCEMENT

On behalf of The Commission for Human Rights and Good Governance (**CHRAGG**) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Zanzibaries to fill Sixteen (16) vacant posts as mentioned below,

THE COMMISSION FOR HUMAN RIGHTS AND GOOD GOVERNANCE (CHRAGG)

The Commission for Human Rights and Good Governance was established in 2000, through the Thirteen Amendments of the Constitution of the United Republic of Tanzania of 1977. The Commission plays a dual mandate of a National Human Rights Institution (NHRI) under the Paris Principles of 1993 and an Ombudsman Office in accordance with Venice Principles, 2019. The Commission took over the oversight functions of the Permanent Commission of Enquiry (PCE), following the Constitution amendment and the repeal of the PCE Act. No. 25 of 1966. The Commission main functions are to promote, protect and preserve human rights, principles of good governance and duties to the society in accordance with the Constitution and the laws of the land.

The Commission became operational on the 1st July, 2001, after the coming into force of the Commission for Human Rights and Good Governance Act, Cap. 391

hereinafter referred to as the Act, which was enacted in 2001; and through the Government Notice No. 311 of 8th June, 2001. In Zanzibar, the House of Representatives extended the jurisdiction, functions and powers of the Commission by enacting the Commission for Human Rights and Good Governance (Extension) Act. No. 12 of 2003 which was assented to by the President of Zanzibar on 25th April, 2007. The Extension Act commenced its operation on 30th April, 2007 through publication on the Official Gazette of Zanzibar No. 31 of 2007.

1.0 ENQUIRY OFFICER II –5 POSTS

1.1.1 DUTY STATION: UNGUJA 3, PEMBA 2

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To prepare letters to the complainant and government institutions on issues related to human rights;
- ii. Secretary to mediation, reconciliation and arbitration sessions;
- iii. Custodian of investigation records;
- iv. To collect evidence from the complainants and respondents;
- v. To conduct initial interviews with complainants coming before the commission;
- vi. To advice and counsel, the complainants;
- vii. To open complaints files;
- viii. To keep records of complaints in the record book; and
- ix. To direct complaints files for further initiatives/procedures
- x. Performs any other related duties as may be assigned by the supervisors.

1.1.3 QUALIFICATION

Holder of Bachelor Degree in Law, Public Administration and Sociology from any recognized Institutions.

1.2 ADMINISTRATIVE OFFICER II – (1) POST

1.2.1 DUTY STATION: UNGUJA

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To assist in the preparation of periodic reports and keep records of important events;
- ii. To assist in maintaining regular servicing of equipment in liaison with procurement unit;
- iii. To coordinate cleanliness of office premises;
- iv. To coordinate security and safety matters;
- v. To Coordinate the implementation of diversity issues;
- vi. To assist in monitoring implementation of the client service charter;
- vii. To coordinate availability of utilities in the Office; and
- viii. To perform any other duties as may be assigned by his/her immediate supervisor.

1.2.3 QUALIFICATION

Holder of a Bachelor Degree in Public Administration, Law and Human Resources Management from any recognized institutions.

1.3 STATISTICIAN II – (1) POST

1.3.1 DUTY STATION: UNGUJA

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To periodically identify and collect data needed by CHRAGG, for managerial Decision making;
- ii. To Coordinate and Supervise preparation of quaterly, semi annual and annual MTEF program reports;
- iii. To prepare statistical bulletin, collect statistics and various reports on economic trend in the commission for policy and planning;
- iv. To Coordinate and prepare statistics in regard to the complaints received at the commission;
- v. To prepare and collects statistics sampling, evaluate and interpret statistics on various report related to complaints received;
- vi. To provide Technical support on statistical matters;
- vii. To perform any other related duties related to above as may be assigned by supervisor.

1.3.3 QUALIFICATION

Holder of Bachelor Degree in Statistics, Mathematics, Economics and Statistics or equivalent qualifications from any recognized institutions.

1.4 ACCOUNTS OFFICER II- (1) POST

1.4.1 DUTY STATION: UNGUJA

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To prepare reports of Revenue and Expenditure;
- ii. To assist in effecting cash payments to clients;
- iii. To keep record of transactions and reconcile them with cash balance;
- iv. To receive and keep proper custody o fallbills, in voices and other claims pending for payments;
- v. To prepare petty cash payment vouchers and accounts documents;
- vi. To issue receipts and keep in safe custody all accounts and supporting documents pending audit scrutiny;
- vii. To keep record and make follow-up of all debts from credit clients;
- viii. To dispatch letters and other documents relating to accounts issues to the bank; and
- ix. To perform any other related duties as may be assigned by the supervisor.

1.4.3 QUALIFICATION

Holder of a Certificate of Secondary Education(CSE)/Advanced Certificate of Secondary Education (ACSE) with a Bachelor Degree in one of the following fields; Accountancy, Finance, Business Administration majoring in Accounting, or equivalent qualifications from any recognized Institution/NBAA.

1.5 ACCOUNTS ASSISTANT II – ONE (1)

1.5.1 DUTY STATION: PEMBA

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To write and keep register related to accounts activities;
- ii. To keep accounts records;
- iii. To receive and keep proper custody of all bills, invoices and other claims pending for payments;
- iv. To prepare petty cash payment vouchers and accounts documents;
- v. To issue receipts and keep in safe custody all accounts and supporting documents pending audit scrutiny;
- vi. To dispatch letters and other documents relating to accounts issues to the bank; and
- vii. To perform any other related duties as may be assigned by the supervisor

1.5.3 QUALIFICATION

Holder of a Certificate of Secondary Education (CSE)/Advanced Certificate of Secondary Education (ACSE) with a Certificate in Accountancy or holder of ATEC I Certificate from NBAA.

1.6 ICT OFFICER (Systems Administration) II – 1 POST

1.6.1 DUTY STATION: UNGUJA

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To analyze and gathering user requirements for computer programs;
- ii. To write and document computer programs (implement software systems);
- iii. To perform systems testing (module testing).
- iv. To perform testing of system configuration;
- v. To Conduct user acceptance tests;
- vi. To perform any other related duties as assigned by the supervisor;

1.6.3 QUALIFICATION

Holder of a Bachelor Degree in Computer Engineering, Computer Science, Information Technology, Communication Technology, Information Systems Management, or equivalent qualifications from a recognized institution.

1.7. LEGAL OFFICER II – 3 POSTS

1.7.1 DUTY STATION: UNGUJA 2, PEMBA 1

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To compile evidence relevant to Court Cases involving the Commission;
- ii. To prepare information for legal research on matters relating to cases and Complaints;
- iii. To provide legal advice to the commission under supervision of Senior Legal Officer;
- iv. To prepare drafts legal documents/instrument of the Commission;
- v. To provide legal advice and conducting legal research where necessary;
- vi. To educate the public on constitution matters and human rights;
- vii. Performing any other related duties as assigned by the supervisors.

1.7.3 QUALIFICATION

Holder of Bachelor Degree in Law (LLB) from a recognized Institution, Must have a Law School Certificate.

1.8 RECORDS MANAGEMENT ASSISTANT II -1 POST

1.8.1 DUTY STATION: UNGUJA

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To receive files, registers, stores, retrieve, deliver to the appropriate officer, collects and returns them to registry;
- ii. To open files according to record keeping regulations;
- iii. To keep record of movement of files;
- iv. To trace, locate and retrieve files when needed;
- v. To dispatch documents according to instructions;
- vi. To sort, list, classify and box documents for official use;
- vii. To arrange documents and files in ranking or cabinets in the registry;
- viii. To file documents in the appropriate files;
- ix. To record and arrange efficient and timely dispatch of all correspondences;
- x. To open index control files; and
- xi. To perform any other related duties as may be assigned by the supervisor.

1.8.3 QUALIFICATION

Holder of Certificate of Secondary Education (CSE)/Advanced Certificate of Secondary Education (ACSE) with a Diploma in one of the following fields: Records Management, Records and Archive Management, or equivalent qualifications from a recognized institution with Computer skills.

1.9 DRIVER II – (2) POSTS

1.9.1 DUTY STATION: UNGUJA 1, PEMBA 1

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To inspect vehicles before and after trips to ensure vehicle safety.
- ii. To transport staff to various locations for official duties.
- iii. To perform minor vehicle repairs.
- iv. To collect and distribute various documents.
- v. To fill out and keeping records of all trip details in the logbook.
- vi. To clean the vehicle.
- vii. To report vehicle mechanical defects discovered to the Transport Officer;
- viii. To keep record of fuel and type filled within its logbook;
- ix. To perform routine service to his vehicle; and
- x. Performs any other duties as may be assigned by the supervisors.

1.10.3 QUALIFICATION

Holder of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class **C** or **E** and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Advanced driving Course from NIT or other recognized Institution will an added advantage.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age between **18** and **45 years**
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - 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);**
 - Birth certificate;
- v. **Attaching copies of the following certificates is strictly not accepted: -**
 - **Form IV and form VI resultsslips;**
 - **Testimonials and all Partialtranscripts;**
- vi. An applicant must upload recent passport size photo in the Recruitment Portal;
- vii. An applicant who is retired from the Public Service for whatever reason shouldnot apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council ofTanzania (NECTA).

- x. 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);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is **05th January, 2025**;
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.zanajira.go.tz> and not otherwise (This address also can be found at <https://www.utumishismz.go.tz/>*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

