

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. No. EA.7/96/01/148

03<sup>rd</sup> July, 2017

### VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Revenue Authority (TRA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **400** vacant posts as mentioned below.

#### 1.0. BACKGROUND

The Tanzania Revenue Authority (TRA) was established by Act of Parliament No. 11 of 1995, and started its operations on 1<sup>st</sup> July, 1996. In carrying out its statutory functions, TRA is regulated by law, and is responsible for administering impartially various taxes of the Central Government.

#### 1.1.1 TAX OFFICER II - 116 POSTS

#### 1.1.2 DUTIES AND RESPONSIBILITIES

General duties are to assist in assessing, collection and enforcement of Government taxes and fee in accordance with applicable tax laws, specifically will:

- (i) Assist in the preparation of action plans;
- (ii) Conduct face vetting of tax returns;
- (iii) Conduct desk audit on simple cases and assist in field audits;
- (iv) Conduct physical and compliance surveillance surveys;
- (v) Prepare respective periodic management reports;
- (vi) Gather information for new taxpayers' registrations;
- (vii) Prepare tax positions for all taxpayers and arrears list and follow up payments;
- (viii) Conduct face vetting of application for tax exemptions, relief, refunds, motor vehicle and driver's license application;
- (ix) Process annual motor vehicle licenses renewal, transfers of ownership and issue the licenses; and

- (x) Perform other duties assigned by the supervisor.

### **1.1.3 QUALIFICATIONS AND EXPERIENCE**

- (i) Bachelor Degree or Advanced Diploma either in Taxation, Finance, Accounting, Economics, Business Administration (Finance or Accounting) or its equivalent from a recognized institution/University; and
- (ii) Proficient training in relevant field will be an added advantage.

### **1.1.4 Key Competences**

- (i) Leadership and Team Building;
- (ii) Strategic Focus and Managing Change;
- (iii) Managing Performance and Accountability;
- (iv) Problem Solving and Decision Making;
- (v) Integrity; and
- (vi) Computer Literacy.

## **1.2.0 CUSTOMS OFFICER II - I45 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

General duties are to process declarations and ensure no anomalies and discrepancies which may affect Government revenue, specifically will:

- (i) Control imports, export and transit goods;
- (ii) Documentary verification;
- (iii) Prepare enquiries and offence files;
- (iv) Assess and value goods;
- (v) Release goods after payment of duties;
- (vi) Prepare various returns for Customs & Excise Headquarters;
- (vii) Provide information for preparation of Management reports (various);
- (viii) Conduct the physical verification of goods;
- (ix) Perform anti- smuggling patrols; and
- (x) Perform other duties assigned by the supervisor.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

- (i) Bachelor Degree or Advanced Diploma either in Customs, Taxation, Economics, Finance, Business Administration (Accounting/Finance/Marketing), Law or its equivalent from a recognized Institution/University; and

(ii) Proficient training in relevant field will be an added advantage.

### **1.2.3 Key Competences**

- (i) Leadership and Team Building;
- (ii) Strategic Focus and Managing Change;
- (iii) Managing Performance and Accountability;
- (iv) Problem Solving and Decision Making;
- (v) Integrity; and
- (vi) Computer Literacy.

## **1.3.0 BUSINESS ANALYST II - 15 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

General duties are to assist in overseeing proper operation and maintenance of computer systems, programming and business information systems, specifically will:

- (i) Define business requirements of existing systems and suggest ways for improvements; modifications or enhancements of the system;
- (ii) Develop software applications by using different computer languages;
- (iii) Test software applications and support software implementation;
- (iv) Prepare documentation by using different applications;
- (v) Participate in the installation of operating systems and application systems;
- (vi) Support users' operational problems pertaining to software and hardware; and
- (vii) Perform other duties assigned by the supervisor.

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

- (i) Bachelor Degree or Advanced Diploma either in Telecommunications, Information and Communications Technology, Computer Science, Software Engineering, Systems Engineering, Electronics Engineering or its equivalent from recognized institution/University; and
- (ii) Knowledge of CCNA/CCNP, LANs, WANs, and MANs, Router configuration, VSATs, Switches, and Relational Database Management System (RDBMS) or its equivalent will be an added advantage.

### **1.3.4 Key Competences**

- (i) Leadership and Team Building;

- (ii) Strategic Focus and Managing Change;
- (iii) Managing Performance and Accountability;
- (iv) Problem Solving and Decision Making; and
- (v) Integrity.

#### **1.4.0. SYSTEMS ADMINISTRATOR II - 4 POSTS**

##### **1.4.1 DUTIES AND RESPONSIBILITIES**

General duties are to ensure effectiveness and smooth operations of the system to users and perform both hardware and software related activities by;

- (i) Providing computer support services both for software and hardware for an organization's employees;
- (ii) Testing of computers and ensuring that computer systems are functioning properly;
- (iii) Physical setting up of computers and software system installation for various computer applications and programs;
- (iv) Identifying and solving any problems that affect computer operating systems;
- (v) Discussing with individual staff members who work on the computers what the problems is in order to figure out how to help solve the problem. Individual assessments of computer systems to identify the problem(s);
- (vi) Helping in examination of network servers equipment and maintenance;
- (vii) Maintaining of networking systems;
- (viii) Maintaining and upgrading of computer systems or offering recommendations on upgrades needed;
- (ix) Networking and connecting computers within the same organization to enhance communication;
- (x) Training staff and orienting them on how to use computer hardware and software systems;
- (xi) Troubleshooting routine problems and maintenance of servers;
- (xii) Performing ICT needs assessment and recommending regularly on the optimized requirements and deployment of different ICT assets to meet business requirement of the area;
- (xiii) Carrying out other duties as may be directed by management;
- (xiv) Maintaining other computer peripheral devices such as printers and solving printing problems if they arise;
- (xv) Coordinating computer maintenance with other Information Technology professionals such as Network Operations staff; and
- (xvi) Performing other duties assigned by the supervisor.

##### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

- (i) Bachelor Degree or Advanced Diploma either in Information and Communications Technology, Computer Science, Software Engineering, Systems Engineering, Electronics Engineering or its equivalent from recognized Institution/University; and

- (ii) Knowledge of ITIL or other IT Service Management processes will be an added advantage.

### **1.4.3 Key Competences**

- (i) Ability to handle computer hardware and software;
- (ii) Well versed with different operating systems and antivirus systems;
- (iii) Leadership and Team Building;
- (iv) Strategic Focus and Managing Change;
- (v) Managing Performance and Accountability;
- (vi) Integrity; and
- (vii) Problem solving and decision making.

## **1.5.0 HUMAN RESOURCES OFFICER II - 5 POSTS**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

General duties are to assist in providing guidance to user departments and staff on Human Resources services according to the policies and laid down procedures, specifically will;

- (i) Attend to employee grievances;
- (ii) Interprets various regulations to staff;
- (iii) Handle pension and terminal benefits schemes;
- (iv) Coordinate staff performance appraisal process;
- (v) Handle labour relation matters at workplace;
- (vi) Draft letters, circulars and papers related to human resources matters;
- (vii) Initiate staff requirements for the department;
- (viii) Compile training plans and programs; and
- (ix) Perform other duties assigned by the supervisor.

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

- Bachelor Degree or Advanced Diploma either in Human Resources Management, Public Administration, Business Administration (Human Resources Management), Sociology or its equivalent from a recognized Institution/University.

### **1.5.4 Key Competences**

- (i) Leadership and Team Building;

- (ii) Strategic Focus and Managing Change;
- (iii) Managing Performance and Accountability;
- (iv) Problem Solving and Decision Making;
- (v) Integrity; and
- (vi) Computer Literacy.

## **1.6.0 LEGAL COUNSEL II - 5 POSTS**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

General duties are to conduct prosecution and litigation of civil and criminal cases related to TRA and promptly report progress on each stage as well as the final outcome, specifically will.

- (i) Identify Court cases which are suitable for settlement out of judicial processes and recommend to the supervisor;
- (ii) Draft legal documents as may be assigned;
- (iii) Give legal opinions or advise on matters related to functions and operations of TRA;
- (iv) Propose amendment and give interpretation of laws administered by TRA;
- (v) Handle administrative activities of the department as may be directed;
- (vi) Identify potential risks in relation to activities of the department and report to the supervisor;
- (vii) Prepares monthly, quarterly and annual performance reports; and
- (viii) Perform other duties assigned by the supervisor.

### **1.6.2 QUALIFICATIONS AND EXPERIENCE**

- (i) Bachelor Degree in Law from a recognised Institution/University;
- (ii) An advocate registered in Tanzania or with a permission of the Chief Justice to practise law as an advocate in Tanzania; and
- (iii) Masters' Degree in Law or Postgraduate Diploma in Taxation/Custom will be an added advantage.

### **1.6.3 Key Competences**

- (i) Leadership and Team Building;
- (ii) Strategic Focus and Managing Change;
- (iii) Managing Performance and Accountability;
- (iv) Problem Solving and Decision Making;
- (v) Integrity; and
- (vi) Computer Literacy.

### **1.7.0 ACCOUNTANT II - 10 POSTS**

#### **1.7.1 DUTIES AND RESPONSIBILITIES**

General duties are to assist in accounting for revenue collection and / or expenditures in compliance with generally accepted accounting principles, specifically will.

- (i) Prepare weekly/monthly revenue collection, transfers, revenue float and tax exemption reports;
- (ii) Capture invoices, payment vouchers and credit memos in the expenditure accounting system;
- (iii) Prepare salary journal vouchers, deduction schedules, print salary slips and distribute to regions and departments;
- (iv) Prepare monthly expenditure reports and supporting schedules;
- (v) Prepare budget and physical performance report for the Finance Unit on quarterly basis;
- (vi) Participate in quarterly stock taking exercise;
- (vii) Ensure that all over-the-counter receipts are banked intact and promptly;
- (viii) Ensure timely filling of performance report as per QMS requirement; and
- (ix) Perform any other duties assigned by the supervisor.

#### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

- (i) Bachelor Degree or Advanced Diploma either in Finance, Accounting, Business Administration (Accounting/Finance) or its equivalent recognised by the National Board of Accountants and Auditors Tanzania and
- (ii) Ability to use different Accounting packages/software will be an added advantage.

### **1.7.3 Key Competences.**

- (i) Leadership and Team Building;
- (ii) Strategic Focus and Managing Change;
- (iii) Managing Performance and Accountability;
- (iv) Problem Solving and Decision Making;
- (v) Integrity; and
- (vi) Computer Literacy.

## **1.8.0 ESTATE OFFICER II – LAND MANAGEMENT- 100 POSTS**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

General duties are to assist effective management and maintenance of buildings and up - keep of physical assets.

- (i) Prepare and implement preventive and corrective maintenance schedules;
- (ii) Prepare and update Estate Register and housing inventory;
- (iii) Draft and advice review of lease agreements;
- (iv) Certifies and advise payment of rent to landlord;
- (v) Initiate and coordinate the process of acquisition of title deeds for landed properties;
- (vi) Record and assist to evaluate request or residential houses to staff;
- (vii) Maintain and update the tenancy register for leased in and out premises; and
- (viii) Perform other duties as signed by the supervisor.

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

- (i) Bachelor Degree or Advanced Diploma either in Land Management and Valuation, Facilities management, Civil Engineering or its equivalent from a recognized Institution/University;
- (ii) Registered with Architects and Quantity Surveyors Registration Board, Engineers Registration Board or National Council for Professional Surveyors; and
- (iii) Postgraduate Diploma or Master's Degree either in Land Management and Valuation, Facilities management; Civil Engineering or its equivalent from a recognized Institution will be an added advantage.

### **1.8.3 Key Competences**

- (i) Leadership and Team Building;



- (ii) Strategic Focus and Managing Change;
- (iii) Managing Performance and Accountability;
- (iv) Problem Solving and Decision Making;
- (v) Integrity; and
- (vi) Computer Literacy.

## **GENERAL CONDITIONS**

- (i) **All applicants must be Citizens of Tanzania of not more than 45 years of age and be ready to be placed in any region within Tanzania mainland;**
- (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;**
  - (a) **Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;**
  - (b) **Postgraduate/Degree/Advanced Diploma/Diploma transcripts;**
  - (c) **Form IV and Form VI National Examination Certificates;**
  - (d) **Computer Certificates;**
  - (e) **Professional certificates from relevant authorities;**
  - (f) **One recent passport size picture;**
  - (g) **Birth certificate**
- (v) **Form IV and form VI results slips are strictly not accepted;**
- (vi) **Testimonials and all Partial transcripts will not be accepted;**
- (vii) **Presentation of forged certificates and other information will necessitate to legal action;**
- (viii) **Applicants employed in the public service should route their application letters through their respective employers;**
- (ix) **Applicants who have/were retired from the Public Service for whatever reason should not apply;**
- (x) **Applicants should indicate three reputable referees with their reliable contacts;**
- (xi) **Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);**
- (xii) **Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);**

(xiii) Deadline for application is 17<sup>th</sup> July, 2017;

(xiv) Applicants with special needs/case (disability) are supposed/advised to indicate;

(xv) Only short listed candidates will be informed on a date for interview; and

(xvi) Application letters should be written in Swahili or English,

*All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address can also be found at PSRS Website, Click 'Recruitment Portal')*

**NOTE:** APPLICATION LETTER MUST BE SIGNED AND ATTACHED DURING APPLICATION SUBMISSION BEARING THE FOLLOWING ADDRESS:

**THE SECRETARY, PRESIDENT'S OFFICE, PUBLIC SERVICE RECRUITMENT SECRETARIAT, MAKTABA COMPLEX, 27 BIBI TITI MOHAMED ROAD, P.O.BOX 63100, 11102 DAR ES SALAAM**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**