

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER AND IRRIGATION



EMPLOYMENT OPPORTUNITIES

The Permanent Secretary, Ministry of Water and Irrigation invites applications from interested individuals to fill the following vacant posts. Candidates should be Tanzanians with ethical standards and commitment required for Public Service.

1.0 JOB TITLE: INFORMATION OFFICER GRADE II (3 Posts)

1.1 Duties and responsibilities:-

- To prepare Ministry News and documentary.
- To prepare Communication Materials for Public awareness.
- To prepare Ministerial events and exhibitions.
- To write Press release and arrange press conference.

1.2 Qualifications:-

- A Bachelors Degree or Advanced Diploma in any of the following discipline; Mass Communication, Journalism, Public Relations or International Relations from an accredited University or Institute.
- Computer literate.
- Not above 45 years of age

1.3 Remuneration:-

- In accordance with Government Salary Scale TGS.D and other terms and conditions applicable in the Public Service.

1.4 Duty station:

- Dar es Salaam.

2.0 JOB TITLE: LEGAL OFFICER GRADE II (1 Post)

2.1 Duties and Responsibilities:

- To draft and review contracts, treaties, protocols and other agreements involving the Ministry.

- To participate in the negotiation of contracts and other documents with other entities on behalf of the Ministry.
- To conduct legal research for reviewing and updating water related legislation and policies.
- To contribute to the preparation of draft legislation.
- To represent the Ministry and its institutions in court under the supervision of the Principal Legal Officer.

2.2 Qualifications:

- A bachelors degree in Law (LLB) from an Accredited University
- Completed a successful internship.
- Computer literate.
- Not above 45 years of age

2.3 Remuneration:

- In accordance with Government Salary Scale TGS.E and other terms and conditions applicable in the Public Service.

2.4 Duty station:

- Dar es Salaam

3.0 JOB TITLE: SUPPLIES OFFICER GRADE II (10 Posts)

3.1 Duties and Responsibilities:

- To prepare the Ministry's annual materials requirements budget and procurement plan.
- To maintain records relating to the receipt, stocking and issuing of materials.
- To supervise warehousing and stores activities.
- To undertake annual stocktaking.

3.2 Qualifications:

- A bachelors degree or Advanced Diploma in Materials Management from an accredited University or Institute.
- Computer literate.
- Not above 45 years of age

3.3 Remuneration:

- In accordance with Government Salary Scale TGS.D and other terms and conditions applicable in the Public Service.

3.4 Duty stations:

- Kigoma, Singida, Iringa, Morogoro, Mwanza, Mbeya, Mtwara, Moshi.

4.0 JOB TITLE: ENGINEER (ENVIRONMENTAL) GRADE II (9 Posts)

4.1 Duties and Responsibilities:

- To provide technical information and support to the management of rural or urban water supply utilities.
- To monitor operations and maintenance of rural or urban water supply schemes.
- To assist in the review and evaluation of water project proposals.
- To review and advise on standards, procedures and guidelines for designing, constructing, and monitoring the operations of water utilities.

4.2 Qualifications:

- A bachelors degree in Environmental Engineering or Water Resources Engineering from an accredited university.
- Registered with Engineer's Registrations Board.
- Computer literate.
- Not above 45 years of age.

4.3 Remuneration:

- In accordance with Government Salary Scale TGS.E and other terms and conditions applicable in the Public Service.

4.4 Duty station:

- Kigoma, Singida, Iringa, Morogoro, Mwanza, Mbeya, Mtwara, Moshi.

5.0 JOB TITLE: HYDROGEOLOGIST GRADE II (27 Posts)

5.1 Duties and Responsibilities:

- To collect data, conduct research and prepare hydrogeological information.
- To install and repair Hydrogeological instruments
- To collect water and soil samples for laboratory investigation.
- Monitoring underground water resources on the subcatchment.
- To supervise water well drilling and determine its pumping capacity.

5.2 Qualifications:

- A bachelors degree in Geology/Geophysics.
- Computer literate.
- Not above 45 years of age

5.3 Remuneration:

- In accordance with Government Salary Scale TGS.E and other terms and conditions applicable in the Public Service.

5.4 Duty station:

- Kigoma, Singida, Iringa, Morogoro, Mwanza, Mbeya, Mtwara, Moshi.

6.0 JOB TITLE: HYDROLOGIST GRADE II (21 Posts)

6.1 Duties and Responsibilities:

- To establish hydrometeorological networks.

- To collect, process, analyze and disseminate hydrometeorological data.
- To assess surface water resource availability and monitor water allocations and uses.
- To maintain and update a surface water resources database.
- To supervise and monitor hydrometeorological field equipment activities.
- To prepare hydrological maps.
- To carry out water balance studies.
- To prepare preliminary technical and progress reports.

6.2 Qualifications:

- A bachelors degree in Hydrology or Water Resources Engineering from an accredited University.
- Computer literate.
- Not above 45 years of age

6.3 Remuneration:

- In accordance with Government Salary Scale TGS.E and other terms and conditions applicable in the Public Service.

6.4 Duty station:

- Kigoma, Singida, Iringa, Morogoro, Mwanza, Mbeya, Mtwara, Moshi.

7.0 JOB TITLE: TECHNICIAN (HYDROLOGY) GRADE II (108 Posts)

7.1 Duties and Responsibilities:

- To maintain technical registry operations (compilation of rainfall, flow measurements, water level and climatic data into their appropriate files).
- To survey, rehabilitation and construction of hydrometeorological stations.
- To analyse hydrometeorological data analysis (computation of basic statistics e.g. means, standard deviation, coefficients of variations etc).
- To check preliminary data quality.
- To collect and document hydrometeorological field data.
- To monitor and maintain hydrometeorological network.
- To carry out discharge measurements.

7.2 Qualifications:

- A Full Technician Certificate (FTC)/ Diploma in Water Resources Management from an accredited Institute.
- Computer literate.
- Not above 45 years of age

7.3 Remuneration:

- In accordance with Government Salary Scale TGS.C and other terms and conditions applicable in the Public Service.

7.4 Duty stations:

- Kigoma, Singida, Iringa, Morogoro, Mwanza, Mbeya, Mtwara, Moshi.

8.0 JOB TITLE: TECHNICIAN (HYDROGEOLOGY) GRADE II (63 Posts)

8.1 Duties and Responsibilities:

- To draw access maps to the site.
- To ensure the hydro geological survey equipment are in good working condition.
- To keep data acquired during the hydro geological survey.
- To assist Hydrogeologist in the process of data collection during the hydro geological survey (e.g. Lay down cables in the site).
- To prepare the site to be surveyed.
- To enter field data into the computer.
- To keep drilling samples and information for analysis and interpretation.
- To conduct pumping test.

8.2 Qualifications:

- A Full Technician Certificate (FTC)/Diploma in Water Resources Management from an accredited Institute.
- Computer literate.
- Not above 45 years of age

8.3 Remuneration:

- In accordance with Government Salary Scale TGS.C and other terms and conditions applicable in the Public Service.

8.4 Duty stations:

- Kigoma, Singida, Iringa, Morogoro, Mwanza, Mbeya, Mtwara, Moshi.

9.0 JOB TITLE: COMMUNITY DEVELOPMENT OFFICER GRADE II (16 Posts)

9.1 Duties and Responsibilities

- To educate communities on water sources protection and catchments management.
- To educate communities in water resources planning and project preparation.
- To educate and assist in the establishment of water user associations, and rainwater harvesting technology.
- To educate communities and their leaders on the water policy, water legislation and related strategy.
- To prepare training manuals and awareness creation packages for stakeholder participation in integrated water resources management.
- To prepare monthly, quarterly, midyear and annual reports.

9.2 Qualifications:

- A bachelors degree or Advanced Diploma in any of the following discipline; Community Development, Sociology, Home Economics, Rural Development,

Environment and Development, Development Economics, or Gender in Development from an Accredited University or Institute.

- Computer literate.
- Not above 45 years of age.

9.3 Remuneration:

- In accordance with Government Salary Scale TGS.D and other terms and conditions applicable in the Public Service.

9.4 Duty station:

- Kigoma, Singida, Iringa, Morogoro, Mwanza, Mbeya, Mtwara, Moshi.

10.0 JOB TITLE: ENGINEER (WATER) GRADE II (7 Posts)

10.1 Duties and Responsibilities:

- Provision of technical information and backstopping to Management of Rural/Urban Water Supply Utilities
- Collection and analysis of data on construction, design monitoring and supervision on operation and maintenance of urban/rural water supply schemes
- Facilitate the establishment and monitoring programmes for rural/urban water supply schemes
- Review and monitor operation and maintenance of rural/urban water supply schemes
- Assist in the review and evaluation of project proposals
- Facilitate preparation of plans and budget
- Review and advise on standards, procedures, and guidelines on construction, design and monitoring operation of water use entities

10.2 Qualifications:

- A Bachelor of Science in Engineering (Water Resources Engineering) from an accredited University.
- Applicants should have registered by Engineer's Registrations Board.
- Computer literate.
- Not above 45 years of age.

10.3 Remuneration:

- According to Government salary Scale TGS.E and other terms and conditions in the Public Service.

10.4 Duty stations:

- National WaterProjects (Chalinze, Makonde, Wanging'ombe, Maswa, Mugango Kiabakari, HTM - Korogwe)

11.0 JOB TITLE: ENGINEER (ELECTRICAL) GRADE II (3 Posts)

11.1 Duties and Responsibilities:

- Provision of technical information and backstopping to Management of Rural/Urban Water Supply Utilities
- Collection and analysis of data on construction, design monitoring and supervision on operation and maintenance of urban/rural water supply schemes
- Facilitate the establishment and monitoring programmes for rural/urban water supply schemes
- Review and monitor operation and maintenance of rural/urban water supply schemes
- Assist in the review and evaluation of project proposals
- Facilitate preparation of plans and budget
- Review and advise on standards, procedures, and guidelines on construction, design and monitoring operation of water use entities

11.2 Qualifications:

- A Bachelor of Science in Engineering (Electrical Engineering) from an accredited University.
- Applicants should have registered by Engineer's Registrations Board.
- Computer literate.
- Not above 45 years of age.

11.3 Remuneration:

- According to Government salary Scale TGS.E and other terms and conditions in the Public Service.

11.4 Duty stations:

- Dar es Salaam.

12.0 JOB TITLE: ENGINEER (MECHANICAL) GRADE II (2 Posts)

12.1 Duties and Responsibilities:

- Provision of technical information and backstopping to Management of Rural/Urban Water Supply Utilities
- Collection and analysis of data on construction, design monitoring and supervision on operation and maintenance of urban/rural water supply schemes
- Facilitate the establishment and monitoring programmes for rural/urban water supply schemes
- Review and monitor operation and maintenance of rural/urban water supply schemes
- Assist in the review and evaluation of project proposals
- Facilitate preparation of plans and budget
- Review and advise on standards, procedures, and guidelines on construction, design and monitoring operation of water use entities

12.2 Qualifications:

- A Bachelor of Science in Engineering (Mechanical Engineering) from an accredited University.
- Applicants should have registered by Engineer's Registrations Board.

- Computer literate.
- Not above 45 years of age.

12.3 Remuneration:

- According to Government salary Scale TGS.E and other terms and conditions in the Public Service.

12.4 Duty stations:

- Dar es Salaam.

13.0 JOB TITLE: TECHNICIAN (ELECTRICAL) GRADE II (8 Posts)

13.1 Duties and Responsibilities:

- To do testing work on Electrical plant under the guidelines of Electrical Engineer.
- To service electrical instruments
- To do designing work on small electricity projects.

13.2 Qualifications:

- A Full Technician Certificate (FTC)/ Diploma in Electrical from an accredited Institute.
- Computer literate.
- Not above 45 years of age.

13.3 Remuneration:

- According to the Government Salary Scale TGS. C and other terms and condition to the Public Service.

13.4 Duty Stations:

- National WaterProjects (Chalinze, Makonde, Wanging'ombe, Maswa, Mugango Kiabakari, HTM – Korogwe).

14.0 JOB TITLE: TECHNICIAN (CIVIL) GRADE II (10 Posts)

14.1 Duties and Responsibilities:

- To maintain technical registry operations (compilation of rainfall, flow measurements, water level and climatic data into their appropriate files).
- To survey, rehabilitation and construction of hydrometeorological stations.
- To analyse hydrometeorological data analysis (computation of basic statistics e.g. means, standard deviation, coefficients of variations etc).
- To check preliminary data quality.
- To collect and document hydrometeorological field data.
- To monitor and maintain hydrometeorological network.

14.2 Qualifications:

- A Full Technician Certificate (FTC)/ Diploma in Civil from an accredited Institute
- Computer literate.

- Not above 45 years of age.

14.3 Remuneration:

- In accordance with Government Salary Scale TGS.C and other terms and conditions applicable in the Public Service.

14.4 Duty stations:

- National WaterProjects (Chalinze, Makonde, Wanging'ombe, Maswa, Mugango Kiabakari, Maswa, HTM - Korogwe).

15.0 JOB TITLE: COMPUTER OPERATOR GRADE II (2 Posts)

15.1 Duties and Responsibilities:

- Prepares Computer equipments for operation;
- Operates all computer and auxiliary equipment, including small scale electronic data processing systems, based on prescribed procedures;
- Maintain a variety of backup files and tapes; restore backup tapes as assigned; load tape and disk units
- Observes and monitors operator or machine problems and takes/recommends corrective action; Troubleshoots problems arising from data entry or system errors;
- Reconfigures computer hardware resources upon failure of a computer's main module;
- Maintains current knowledge of operating procedures and standards;
- Safeguards security of equipment and data files;
- Diagnoses and corrects equipment malfunctions;
- Keeps records of hardware down time;
- Maintains magnetic tape library/libraries;
- Maintains all supply levels for computer expendables;
- Establishes priorities for computer service needs;

15.2 Qualifications:

- Diploma in Computer Applications.
- Computer literate.
- Not above 45 years of age.

15.3 Remuneration:

- According to the Government Salary Scale TGS.C, and other terms and condition in the Public Services.

15.4 Duty station:

- Dar es salaam.

16.0 JOB TITLE: ECONOMIST GRADE II (1 Post)

16.1 Duties and Responsibilities:

- To prepare the Ministry's medium term strategic plan and budget.

- To analyse other sectors policies and advise accordingly.
- To prepare semi annual and annual reports on the implementation of the Ministry plan and budget.
- To prepare proposals for bilateral and multilateral cooperation.
- To participate in conducting research on the impact of water sector policies, strategies and programme.
- To undertake quarterly, mid-year and annual performance reviews of the water sector.

16.2 Qualifications:

- A bachelors degree in Economics from an accredited University.
- Computer literate.
- Not above 45 years of age.

16.3 Remuneration:

- In accordance with Government Salary Scale TGS.D and other terms and conditions applicable in the Public Service.

16.4 Duty station:

- Dar es Salaam

17.0 GENERAL CONDITIONS FOR ALL POSTS:

17.1 Mode of Application:

- Applications should be handwritten by the applicant and include the following:-
 1. Reliable contact postal address and telephone numbers.
 2. Detailed curriculum vitae.
 3. Clear photocopies of all relevant certificates required to qualify for the Posts (including birth certificate of applicant)
 4. One recent passport size photograph.
 5. Prospective applicants who are employed in Public service should route their applications through their employers.
 6. Testimonials/provisional results/statement of result will not be accepted as a substitute for certificates.
 7. Closing date: letters of application should reach the undersigned on or before 30/11/2009

Permanent Secretary,
Ministry of Water and Irrigation
P. O. Box 9153,
DAR ES SALAAM