

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER & IRRIGATION**



EMPLOYMENT OPPORTUNITY

THE DRILLING AND DAM CONSTRUCTION AGENCY (DDCA)

1.0 Introduction

The Drilling and Dam Construction Agency (DDCA) is a Government Executive Agency under the Ministry of Water and Irrigation; which was established under the Executive Agencies Act No. 30 of 1997. DDCA is the leading and most efficient organization in the country in the business of water well drilling and dam construction where it provides sustainable water sources and assures that its clients get value for money from the services.

DDCA's mission is to ensure delivery of high quality services to its clients by drilling groundwater wells in the country for individual clients, communities, pastoralists, institutions, industries, Urban Water Supply Authorities (UWSAs) etc.; construct earth-fill dams and charcos for different uses; carry out soil investigations for various purposes; provide consultancy services on drilling and dam construction aspects to its clients; and conduct Environmental Impact Assessments (EIA) for the jobs contracted.

JOB TITLE: CHIEF EXECUTIVE OFFICER

REPORTS TO: PERMANENT SECRETARY, MINISTRY OF WATER
AND IRRIGATION

2.0 Minimum qualification and Experience

The CEO must have the following qualifications:

- Should have at least a Masters degree in Water Resource Engineering, Civil Engineering, Geology or any other related field.
- Should have proof of success in prior leadership or management levels.
- Familiarization in organizational and project management skills, excellent detail, and follow-through skills, ability to multi-task delegate and manage coordination of people and execution of projects good decision making;
- Computer literacy, including Microsoft Office (Word, Excel, power-point and Access), e-mail and the internet;
- Learning quickly, flexible, creative problem-solver and proactive in dealing with issues and develop plans to address.
- Strong in both Swahili and English languages oral and written.
- Should have experience of not less than 8 years at the Managerial Level.

3.0 Responsibilities:

The Chief Executive shall be responsible for managing Drilling and Dam Construction Agency and he/she will be responsible and accountable for:-

- Ensuring the propriety and regularity of expenditure, and for prudent and economical administration of the Agency;
- Responding to the recommendations from the Government Public Accounts and other Parliamentary Committees.
- Preparing and submitting periodic Strategic and Business Plans and DDCA's annual budget to the Ministerial Advisory Board;
- Ensuring implementation of the approved plans, including the achievements of performance targets are met;
- Delivering agreed programmes of services to customers, on schedules and to specifications.
- Efficient, effective and economical organizations and management of the assets and resources allocates to him/her, and in accordance with the principles of fairness and equality as outlined in government policy.
- Setting of prices and user charges.

- Providing information to the Permanent Secretary as may be required to enable performance to be monitored and measured,
- Preparing an Annual Report and Accounts for submission to the Permanent Secretary, the Minister of Water and Irrigation and there after to the Parliament.
- To be responsible for the effective personnel management of the Agency's employees in particular control, discipline and capacity development.
- To be the Agency's Accounting Officer.

4.0 Duty Station: Dar es Salaam

5.0 Duration of the post: five (5) years

6.0 Remuneration: The post carries an attractive package according to the Agency's pay scheme and other entitlements commensurate to the Respective position.

HOW TO APPLY

Interested candidates should submit their application together with their Curriculum Vitae, copies of both academic and professional certificates and testimonials, names and addresses of three (3) referees, and telephone numbers to:

**Permanent Secretary,
Ministry of Water and Irrigation,
Maji Ubungo, Morogoro Road,
P. O. BOX 9153,
DAR ES SALAAM**

❖ **Closing Date:** Letters of applications should reach the undersigned 14 days after the appearance of the advertisement