

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



EMPLOYMENT OPPORTUNITY

The Permanent Secretary, Ministry of Water and Irrigation invites applications from interested individuals to fill the vacant post of Chief Executive Officer for the Water Development and Management Institute (WDMI). Candidates should be Tanzanians with ethical standards and commitment required for public service.

Job Title: CHIEF EXECUTIVE OFFICER

Reports to: PERMANENT SECRETARY, MINISTRY OF WATER
AND IRRIGATION

Overall Purpose:

Through modern management and technical know-how, the Chief Executive Officer (CEO) shall plan, coordinate and facilitate operations and management of the WDMI **which include training, consultancy and research programs, while maintaining high quality staff and customer satisfaction.**

The CEO will be responsible for the day to day operations of the Agency and the effective management of its funds, property and personnel. She/he will also ensure that the capability of the Agency is developed and enhanced according to the Executive Agency Act No. 30 of 1997, Framework Document and Agency Plans.

Nature and Scope:

The Water Development and Management Institute is established to facilitate the provision of competent professionals to strengthen the capacity of Local Government, Autonomous Bodies and the Private Sector in the Development and Management of quality and effective water resources in accordance with the Water Sector.

The Institute shall provide quality technical training, research, consultancy services and other related services and promote the use of appropriate technology to meet National, Regional and International Standards.

Main Tasks:

- To lead the Agency in preparing and implementing its Strategic and Business Plans.
- To ensure effective utilization of resources in order to achieve the strategic objectives and targets.
- To develop and maintain beneficial relationships between the Agency and its key stakeholders.
- To ensure effective timely reporting to relevant authorities.
- To facilitate, supervise and conclude procurement contracts and
- To ensure that conducive working environment for staff is established and maintained so that they are fully committed in achieving the Agency goals.

Attributes:

- Computer Skills
- A team player able to manage a multitask environment
- Innovative, dynamic.

Age limit: Above 35 years.

Qualifications and Experience:

- Masters Degree in Water Resources Engineering, Hydrogeology, Hydrology, Business Administration or any other relevant field. PhD in relevant field will be an added advantage.
- Should have knowledge in Research and Consultancy.
- Should have a minimum of 5 years experience with good performance at a senior management level.
- Should be conversant with the Water Sector in general.

General Conditions:

Mode of Application:

Applications should be hand written by the applicant and include the following:

1. Reliable contact postal address and telephone number.
2. Detailed curriculum vitae.
3. Clear photocopies of all relevant certificates required to qualify for the post (including birth certificate of the applicant).
4. Prospective applicants who are employed in the public service should route their applications through their employers.

Durations of employment: 5 years.

Closing date: letter of application should reach the undersigned 14 days after the appearance of the advertisement.

Permanent Secretary,
Ministry of Water and Irrigation,
P. O. Box 9153,
Dar es Salaam.