

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT VACANCY ANNOUNCEMENT

Ref. No JA.9/259/01/A/265

3<sup>rd</sup> April, 2023

### 1.0 BACKGROUND INFORMATION

On behalf of the Ministry of Minerals, Public Service Recruitment Secretariat (PSRS, invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one (1) vacant post of The Executive Secretary of Tanzania Extractive Industry Transparency Initiative (TEITI)

### 2.0 TANZANIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (TEITI)

In accordance with the Tanzania Extractive Industries (Transparency and Accountability) Act, 2015, the Tanzania Extractive Industries Transparency Initiative (TEITI) Committee is an Independent Government Body responsible for promoting and enhancing transparency and accountability in the extractive industry. The daily activities of the Committee are performed by the TEITI Secretariat. TEITI Committee started to operate in 2009 when EITI Board (International Board of EITI) admitted Tanzania as an EITI candidate and three years later (in 2012), Tanzania became compliant with EITI global standards. TEITI is an oversight body for promoting and enhancing transparency and accountability in the extractive industry.

#### 2.1 VISION

To be a reputable Public Institution that ensures transparency and accountability through effective management of the natural resources in the extractive industries in Africa.

## 2.2 MISSION

To ensure that, benefits of extractive industry are verified, duly accounted for and prudently utilized for the wellbeing of Tanzanians.

2.3 POST	EXECUTIVE SECRETARY
EMPLOYER	TANZANIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (TEITI)
REPORTS TO	TEITI COMMITTEE
SUPERVISES	HEADS OF UNITS
KEY COMPETENCIES/ATTRIBUTES	<ul style="list-style-type: none"> <li>(i) Visionary, Strategic thinker, Scenario Analyst and Planner;</li> <li>(ii) Business Continuity Mindset;</li> <li>(iii) High level of integrity to sustain the institution's credibility within the context of national, regional and international corporate governance principles, frameworks and practices;</li> <li>(iv) Excellent interpersonal, communication, public relations and customer relationship skills;</li> <li>(v) High level of business acumen, commercial awareness and entrepreneurship skills;</li> <li>(vi) Strong resource mobilization and negotiation skills;</li> <li>(vii) Capacity to analyse and interpret big data and make sound decisions in complex and competitive investment environments;</li> <li>(viii) Excellent Risk Management skills;</li> <li>(ix) Excellent performance management skills;</li> <li>(x) Ability to build teams, foster team spirit, oversee and lead teams with diverse disciplines and expertise to unify their effort in transparency and accountability;</li> </ul>

	<ul style="list-style-type: none"> <li>(xi) Ability to create transparency and accountability environment in extractive industry ;</li> <li>(xii) Knowledge of national, regional and international investment promotion and facilitation practices in the extractive industry;</li> <li>(xiii) Ability to interpret policy objectives for establishment of Tanzania Extractive Industry Transparency Initiative (TEITI) in extractive industry; and</li> <li>(xiv) Understanding of public policies, laws and regulations related to transparency and accountability in extractive industry at domestic, regional and international level.</li> </ul>
<p><b>JOB SUMMARY</b></p>	<p>The Executive Secretary is the head and accounting officer of the Secretariat and is responsible for implementation of the day to day activities of the committee.</p>
<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• To provide day to day management of the Secretariat including human resources management, financial management, planning and budgeting;</li> <li>• To coordinate and provide leadership in the implementation of a framework for transparency and accountability in the reporting and disclosure by all extractive industry companies on revenues due to or paid to the Government;</li> <li>• To advocate a buy in for implementation of transparency and accountability framework;</li> <li>• To provide analytical support and recommendations to overcome key delivery challenges of transparency and accountability framework;</li> </ul>

	<ul style="list-style-type: none"><li>• To undertake annual evaluation, prepare reports and disseminate;</li><li>• To engage with Government, civil societies and companies for effective management of natural resources;</li><li>• To promote and facilitate effective citizen participation and awareness of extractive industry companies and its contribution to socio-economic development;</li><li>• To carry out investigations on material discrepancy from revenue payments and receipts in the extractive industry companies;</li><li>• To analyse and make reconciliations on payments from extractive industry companies and Government receipts;</li><li>• To identify discrepancies and undertake measures to enhance capacity of any relevant organ of the Government or Local Government Authority having statutory responsibility to monitor revenues and payments by all extractive industry companies to the Government;</li><li>• To disseminate publications of reconciliation and investigation reports or otherwise any information concerning revenues received by the Government from extractive industry companies as it may consider necessary;</li><li>• To promote effective participation of citizen and awareness of resources governance in extractive industry and its contribution to socio-economic development;</li></ul>
--	--

	<ul style="list-style-type: none"> <li>• To make consultation amongst Government, civil society and companies for effective management of natural resources;</li> <li>• To supervise affairs of the Secretariat;</li> <li>• To carry out research or studies for furtherance functions of the Committee; and</li> <li>• To perform any other related duties as may be assigned by the Committee from time to time.</li> </ul>
QUALIFICATIONS	Holder of Master's Degree in either of the following fields; Mining Engineering, Mineral Economics, Mineral Processing Engineering, Petroleum Engineering, Economics, Laws, Human Resource Management, Finance, Accountancy, Public Administration, Geology, Business Administration/Commerce majoring in Human Resource Management or Finance or Accountancy from a recognized University/Institution.
LANGUAGES	Multilingual preferably Kiswahili and English. Knowledge of other languages such as French, Spanish, Arabic and Chinese will be an added advantage
EXPERIENCE	Must have at least twelve (12) years working experience of which three (3) years should be in a Managerial position in a reputable organization. Experience in extractive industry will be an added advantage.
AGE LIMIT	Not more than fifty-five (55) years
TERMS OF EMPLOYMENT	Five Years and may be eligible for re-appointment for one further term of five years.
RENUMERATION	TEIT 12.1
APPLICATION TIME LINE	Fourteen (14) days from the date of advertisement

## GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. 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); and**
  - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and Form VI results slips; and
  - Testimonials and Partial transcripts.
- vii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. Women are highly encouraged to apply;
- xi. An applicant should indicate three reputable referees with their reliable contacts;
- xii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- xiii. 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);

- xiv. 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, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**

- xv. Deadline for the application is **16<sup>th</sup> April, 2023**;
- xvi. Only shortlisted candidates will be informed the date of interview; and
- xvii. Presentation of forged certificates and other information will necessitate to legal action.

***NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')***

**Released by:**

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**