

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/09

5th April, 2016

VACANCIES ANNOUNCEMENT

On behalf of Workers Compensation Fund (WCF), The Registration, Insolvency and Trusteeship Agency (RITA), Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 3 vacant posts in the above Public Institution.**

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania and not above 45 years old, however, should also observe the age limit for each position where indicated.
- ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. Applicants must attach their detailed relevant certified copies of academic certificates:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
 - Form IV and Form VI National Examination Certificates.
 - Computer Certificate
 - Professional certificates from respective boards
- v. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
- vi. **Testimonials, Partial transcripts and results slips will not be accepted.**
- vii. **Presentation of forged academic certificates and other information in the CV 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)**
- xii. **Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU)**
- xiii. **The attachments shall include one recent passport size photos; certified copies of academic certificates, transcripts and the applicant's birth certificate.**
- xiv. **Deadline for application is 19th April, 2016**
- xv. Applicants with special needs/case (disability) are supposed to indicate
- xvi. Women are highly encouraged to apply
- xvii. Only short listed candidates will be informed on a date for interview
- xviii. Application letters should be written in Swahili or English

*i. 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**)*

ii. IMPORTANT: REMEMBER TO ATTACH YOUR APPLICATION LETTER. IT SHOULD BE ADDRESSED TO: THE SECRETARY, PRESIDENTS OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIET, P.O.BOX 63100, DAR ES SALAAM.

1.0 WORKERS COMPENSATION FUND (WCF)

Workers Compensation Fund is a social security institution established in accordance with Section 5 of the Workers Compensation Act No. 20 of 2008. It is under Prime Minister's Office which is responsible for Policy, Parliamentary Affairs, Labour, Employment, Youth and the Disabled.

The Fund is a contributory social security scheme whose main objective is to pay compensation benefits as a result of accidents suffered, diseases contracted or deaths which arise out of and in the course of employment in accordance with relevant provision of the Workers Compensation Act.

The Fund started its operations on 1st July 2015. All employers in the public and private sectors in Mainland Tanzania are compulsorily required to contribute to the Fund.

1.1.1 DIRECTOR OF FINANCE, PLANNING AND INVESTMENT – 1 POST

1.1.2 JOB PURPOSE

Oversee matters related to finance, planning and research and investment within the Fund.

1.1.3 DUTIES AND RESPONSIBILITIES

- Oversee and recommend formulation of policies, regulations and procedures to guide the administration of finance, planning and investment functions within the Fund.
- Oversee preparation of financial statements, financial reports and special analyses.
- Oversee preparation and consolidation of the departmental budgets.
- Recommend and coordinate improvements in automated financial and management information systems for the Fund.
- Oversee and monitor cash flows and working capital position of the Fund.
- Oversee preparation and implementation of the Fund's Corporate Plan.
- Oversee implementation of the Corporate Plan and report on performance.
- Oversee development of Investment Policy consistent with the Regulator's Guidelines.
- Oversee analysis of investment proposals which are being considered by the Fund.
- Oversee feasibility studies and appraisals for investment in new areas.
- Coordinate the preparation of the Fund's annual plans and targets.
- Coordinate and supervise the investment portfolio management, investment risk management and financial analysis.
- Prepare projects implementation schedules, monitor and report to management on progress with reference to agreed time frames.
- Prepare and submit performance reports as required by authorities from time to time.
- Perform any other related duties as may be assigned by the Director General.

1.1.4 QUALIFICATIONS

- Holder of a Master's Degree in Economics, Statistics, Finance, Business Administration majoring in Finance or Economics, or Statistics from recognised Institutions. He must also have CPA (T) or equivalent professional qualifications.
- Must have a working experience of at least seven years, of which at least three years should be in a managerial position.
- Possess problem solving skills.

2.0 HEAD OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION UNIT – 1 POST

2.1 JOB PURPOSE

Plan, direct, and coordinate human resource management activities of the Fund with a view to maximize the strategic use of human resources and oversee all human resources management and administration functions.

2.1.1 DUTIES AND RESPONSIBILITIES

- Oversee the formulation and review of human resource policies, regulations and procedures and ensure their adherence.
- Advise the management on human resource management issues.
- Oversee preparations of human resources plans.
- Oversee adherence to labour laws and regulations.
- Oversee all industrial relations matters and ensure that the fund is properly represented when interfacing with internal and external parties on employee-related matters.
- Oversee implementation of performance management systems.
- Oversee all human resource functions.
- Oversee employee welfare issues.
- Oversee maintenance of office facilities and estates.
- Administer logistical issues during meetings.
- Prepare and submit performance reports as required by authorities from time to time.
- Perform any other related duties as may be assigned by the director general.

2.1.2 QUALIFICATIONS

- Holder of a Master's Degree in Human Resources, Public Administration, Business Administration or equivalent qualification from a recognized Institution.
- Must have a working experience of at least five years, of which at least two years should be in a senior position in the relevant field.

3.0 THE REGISTRATION, INSOLVENCY AND TRUSTEESHIP AGENCY (RITA)

The Registration, Insolvency and Trusteeship Agency (RITA) is a semi-autonomous Government Authority established under the Act of Parliament No. 30 of 1997 following Government Notice No. 397 of 2nd December, 2005. RITA is responsible for ensuring effective and efficient Management of Information on key life events, insolvency and trusteeship services in Tanzania.

3.1 ASSISTANT REGISTRATION OFFICER II- 1 POST

DUTY STATIONS: Mbinga

3.1.1 DUTIES AND RESPONSIBILITIES

- Conduct searches of registered marriages from the register
- Register adoptions in the Adoption Register
- Sort registration data from health institutions.
- Check the correctness of returns of births and deaths.
- Register marriages in the registers.
- Keep records relating to marriage conciliation Board.
- Receive official letters.
- Dispatch certificates to customers.
- Maintain registers of births, deaths, marriages, divorces and adoptions.
- Collect fees in relation to marriages, births, and deaths.
- Prepare and keep indices of marriages, births and deaths in the District.
- Prepare advertisements in Government Gazette on issues relating to administration of estates.
- Keep records of Government Gazette and other regulations.
- Keep court register/ diary and remind relevant Attorney.
- Collect house rents for deceased estates.

3.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Diploma in Law, with excellent communication skills, and computer literacy.

3.1.3 REMUNARATION

- According to Tanzania Government Scale TGS C

X.M. DAUDI

Secretary

Public Service Recruitment Secretariat