TANZANIA PETROLEUM DEVELOPMENT CORPORATION

CAREER OPPORTUNITIES

Tanzania Petroleum Development Corporation (TPDC) is a National Oil Company dealing with oil and gas exploration, development and production. The company is based in Dar- Es –Salaam.

The Corporation has open vacancies for professional Tanzanians in the following disciplines:-

1.0 GEOPHYSICIST II (Three Posts)

1.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Attends to and assists in geophysical data acquisition
- Attends to and assists in geophysical data processing and interpretation.
- Attends to and assists in geophysical data management
- Carries out recording of property and crop destroyed during data acquisition.
- Assists geophysical data acquisition
- Performs any other related duties as may be assigned by the superiors.

1.2 DESIRED PROFESSIONAL QUALIFICATION

The candidate must be a holder of B.Sc degree in Physics & Mathematics, Geophysics or equivalent qualifications from a recognized university/institution, with 1st or upper 2nd class. OR

A holder of Master's degree in geophysics
A working experience in related field will be an added advantage.

1.3 DESIRED COMPETENCES

- A strong background in Physics and Mathematics
- Geophysical Exploration Methods
- Petroleum Geology
- Information Technology (IT) specifically with the ability to work on Graphics package (e.g. Adobe graphics software). Ability to create and maintain Data base and working on GIS - ESRI packages.
- Fluency in written and spoken English and Swahili

1.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for master's level.

1.5 REMUNERATION

According to TPDC Scheme of Service in the salary scale of TPDC-RS 2

2.0 GEOLOGIST II (Three Posts)

2.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in preparation of well summary sheets.
- Attends geological field works
- Understudies the geologists and geophysicists in geological and geophysical data interpretation.
- Attends geophysical data acquisition
- Assist in thin section preparation and microscopic interpretation
- Assists with well site geology.
- Undertakes any other related duties as assigned by superiors.

2.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a B.Sc. degree in Geology or an equivalent qualification from a recognized institution with 1st or upper 2nd class OR
Holder of Masters Degree on Petroleum Geology
Working experience in related field will be an added advantage.

2.3 DESIRED COMPETENCES

Ability to use computers
A Petroleum Geology option at B.Sc. level
Fluency in written and spoken English and Swahili

2.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

2.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC-RS 2

3.0 PETROLEUM ENGINEER II (Two Posts)

3.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Deals with matters pertaining to drilling, well completion and testing.
- Collection of reservoir data from well test results, drilling results and production data.
- Installation and operation of surface production equipment.
- Perform any other related duties as may be assigned from time to time.

3.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of a B.Sc. degree in engineering (Petroleum/Mechanical/Mining/Chemical & Processing) or an equivalent qualification from a recognized Institution, with 1st or Upper 2nd class degree. OR
- Masters degree in Petroleum Engineering.
- A working experience in the related filed will be an added advantage.

3.3 DESIRED COMPETENCES

- Computer skills is essential
- Oil and gas well drilling, completion, testing and production operations.
- Production monitoring, well maintenance, completion, design, production logging, test design and analysis, coiled tubing and work-over operations, electric and slick line operations.
- Fluency in written and spoken English and Swahili

3.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

3.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of RS 2.

4.0 RESEARCH OFFICER II - Five Posts (Three Posts – Chemical & Process and Two for Mechanical Engineer)

4.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Collects and analyses technical data as input in project configuration.

- Carries out basic research.
- Carries out conceptual design of plants, equipment pipelines etc.
- Carries out research to determine the most efficient way of chemical processes related to oil and gas utilization and processing.
- In collaboration with consultants formulates and prepares preliminary and detailed designs.
- In collaboration with other engineers follows up the execution of process capital projects.
- Carries any other related duties as assigned by superior.

4.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of a degree in Chemical & Process/Mechanical Engineering or equivalent qualification from a recognized institution with 1st or upper 2nd class degree. OR
- Masters degree in Oil & Gas Engineering.
- A working experience in the related field will be an added advantage.

4.3 DESIRED COMPETENCES

- Computer literacy is essential;
- Fluency in written and spoken English and Swahili.

4.4 AGE LIMIT:

Not more than 30 years for a first degree holder and 35 years for master's level.

4.5 REMUNERATION

According to the TPDC Scheme of Service in the salary scale of TPDC- RS 2

5.0 INTERNAL AUDITOR II - Eight Posts (Five Auditors/Accountants & Three Petroleum Engineers/Geologists)

5.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Conducts preliminary examinations of contract activities in relation to petroleum exploration and production.
- Carries out field work of special assignments and investigations.
- Examines and reviews audit trails of postings.
- Conducts surprise checks of cash and stores.
- Conducts preliminary examinations of contract activities in relation to Production Sharing Agreements.
- Performs any other related duties as may be assigned by superior from time to time.

5.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a degree/Advanced Diploma in Accountancy or equivalent qualification from a recognized Institution with 1st or Upper 2nd Class. **OR**

Holder of CPA/ACCA/CIA

Masters degree in related field (Oil & Gas Accounting or Auditing **OR**

Holder of a B.Sc. degree in Petroleum Engineering or an equivalent qualification from a recognized institution with 1st or upper 2nd class

Holder of a B.Sc. degree in Geology or an equivalent qualification from a recognized institution with 1st or upper 2nd class

A working experience in the related field will be an added advantage.

5.3 DESIRED COMPETENCES

- Knowledge of International Accounting and Auditing standards preferably in the Petroleum Exploration & production sector.
- Financial / Accounting Computer skills,
- Fluency in written and spoken English and Swahili,

5.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for master's level.

5.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- PS 5.

6.0 CIVIL ENGINEER II (Two Posts)

6.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in the review, presentation and recommendations for layout of plans of engineering works.
- Prepares / scrutinizes preliminary engineering drawings.
- Ensures engineering works comply with specification and safety standards.
- Issues certificates for completed works.
- Follows up all assigned projects to the Assistant Engineer.
- Follows up permits and approvals for all engineering works.

- Performs any other related duties as assigned by superiors from time to time.

6.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of B.Sc. degree in Civil Engineering or an equivalent qualification from a recognized institution with 1st or upper 2nd class. OR
- Masters degree in Civil Engineering.
- A working experience in the related field will be an added advantage.

6.3 DESIRED COMPETENCES

- Knowledge of Structural design
- Knowledge of computer drawings (AutoCAD, Microsoft project professional etc)
- Knowledge of Engineering detail
- Site management skills
- Supervision skills
- Fluency in written and spoken English and Swahili

6.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

6.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- RS 2.

7.0 <u>GEOCHEMIST II (Three Posts)</u>

The Geochemist deals with the analysis of geological samples

7.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Carries out sample collection, description, packing, labelling and storage of the same.
- Prepares and analyses geochemical samples.
- Carries out regional studies and facies distribution mapping.
- Any other related duties assigned by superiors.

7.2 MINIMUM QUALIFICATIONS REQUIRED

Holder of a B.Sc. Degree in Chemistry/Geochemistry/ Geology or equivalent qualification from a recognized institution with 1st or Upper 2nd Class. OR

A holder of a Masters degree in Geochemistry
A working experience in the related field will be an added advantage.

7.3 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

7.4 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC-RS 2.

8.0 MICROPALAEONTOLOGIST II (One Post)

8.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in sample collection, labelling storage, and analysis for stratigraphic dating using microfossils.
- Participates in geological field work.
- Sits on well sites for sample collection and analysis.
- Participates in regional studies
- Performs any other duties as may be assigned by the superior.

8.2 MINIMUM QUALIFICATIONS REQUIRED

Holder of a B.Sc. degree in Biology, Geology, Micropalaentogy or equivalent qualification from a recognized institution with 1st or Upper 2nd Class. OR

Holder of a Masters degree in Micropalaentology or related field.
A working experience in the related field will be an added advantage.

8.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

8.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

8.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC-RS 2

9.0 PALYNOLOGIST II (Two Posts)

9.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in sample collection preparation analysis and labelling for stratigraphic dating using pollen assemblages.
- Participates in geological field world.
- Sits on well sites for sample collection and well analysis.
- Any other related duties that will be assigned by superiors

9.2 MINIMUM QUALIFICATIONS REQUIRED

Holder of a B.Sc. degree in Biology, Geology, Palynology, Botany or equivalent qualification from a recognized institution with 1st or Upper 2nd Class. OR

Holder of a Masters degree in Palynology or related field.

A working experience in the related field will be an added advantage.

9.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

9.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

9.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC-RS 2

10.0 LABORATORY TECHNICIAN II (Four Posts)

10.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Ensures safe custody of laboratory equipment and supplies.
- Prepares samples and equipment for use by Palynologists, Geochemists and Micropalaeontologists staff.
- Assists in sample collection, packing and labeling.
- Ensures that laboratory safety standards are strictly adhered to.
- Organizes samples storage in secure places in collaboration with Geo-services company staff and catalogues the samples.
- Maintains and reports on stock levels of supplies.
- Perform preliminary analysis of samples towards age determinations using flora and fauna.

- Participates in field trips for geological work.
- May be assigned well site duties to collect and label samples.
- Ensure secure sample storage.
- Performs any other related duties as may be assigned by superior from time to time.

10.2 MINIMUM QUALIFICATIONS REQUIREMENT

Holder of a Diploma in Laboratory Technician from a recognized institution followed by at least 2 years post-qualification experience

10.3 Age limit

Not more than 30 years.

10.4 REMUNERATION:

- According to TPDC Scheme of service in the salary scale of TPDC- GS 4

11.0 <u>PLANNING OFFICER II (Two Posts)</u>

11.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in the appraisal of projects and other investment opportunities.
- Assists in the drawing up of short and long term corporate plans.
- Coordinates with subsidiary oil and gas companies in the preparation and submission of development plans and reports to Ministry responsible for petroleum affairs and Ministry of Finance.
- In collaboration with the Directorate of Finance and Administration arranges for funding of development projects.
- Prepares for supplementary budget requests.
- Prepares annual recurrent, development and investment budgets.
- Oversee investment in subsidiary and associated companies to ensure they are managed effectively.
- Performs any other related duties as may be assigned by superiors.

11.2 MINIMUM QUALIFICATION

Holder of B.Sc. degree in Economics or equivalent qualification from recognized institution with 1st or Upper 2nd Class. OR

Masters degree in Economics

A working experience in the related field will be an added advantage.

11.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

11.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

11.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC-PS 5.

12.0 FINANCE OFFICER II (One Post)

12.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- To develop and maintain the financial manual of the Corporation and ensure that it is up to date and transparent.
- To prepare daily, weekly and monthly financial reports.
- To prepare and maintain monthly cash flow projection for the period of time for which funding is available.
- To prepare the payrolls for the Corporation every month.
- To prepare a fix-asset inventory twice a year in the months agreed by the Corporation.
- To create, apply and control financial procedures and forms, ensuring that each transaction and payment has the necessary approval and justification.
- To create and maintain the accounting plan and updating it whenever necessary
- Prepares summaries for joint venture accounts.
- Carries out regular checks on cash transactions.
- Maintains ledgers of the section's financial records and ensures that the necessary subsidiary ledgers are properly kept and maintained in his section.
- Produces annual and other periodical accounts promptly as per laid down schedule.
- Reconciles control accounts and intersectional accounts
- Liaise with Bank officials on matters of letters of credit, import / export formalities, exchange rate etc.
- Attends to queries and prepares reports needed by financial institutions.

- Ensures that TPDC's control system of cheques, approvals etc has been completed before payment, adjustment or receipt of funds.
- Compiles budgets and prepares variance analyses.
- Performs any other related duties as may be assigned by superior from time to time.

12.2 **MINIMUM QUALIFICATIONS**

Holder of a Bachelor degree in Finance or equivalent qualification from a recognized institution with 1st or Upper 2nd Class. OR

Masters degree in Finance
A working experience in the related field will be an added advantage.

12.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

12.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

12.5 REMUNERATION:

According to TPDC Scheme of service in the salary scale of TPDC-PS 5.

13.0 <u>PRINCIPAL LEGAL OFFICER II (One Post)</u>

13.1PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists Chief Legal Officer in providing legal advice to the Board and Management.

- Safeguards legal interests of the Corporation by ensuring that the Corporation's activities are backed by law.

- Represents the Corporation in courts of law.

- Assists in the preparation of contracts and other legal documents involving the Corporation.

- Liaises with appropriate legal institutions e.g. High Court, Attorney General's Chambers, Law firms, etc in the interpretation of the law.

- Formulates, arranges, reviews all Corporation's insurance, pension schemes and other retirement benefits.

- Performs any other related duties as assigned to him by supervisors.

13.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of an LLB degree with 1st or upper 2ndclass with full CISA certificate or equivalent qualification from a recognized Institution followed by not less than 8 years experience in the legal profession, 3 years must be at senior level from a large commercial organization**.** OR
- Holder of LLM & full CISA certificate in Company Secretarial
- A working experience of not less than 8 years in the legal profession, 3 years must be at senior level from a large commercial organization
- Must be an Advocate of the High Court of Tanzania

13.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

13.4 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 9.

13.5 AGE LIMIT: - Not more than 45 years

14.0 <u>SENIOR LEGAL OFFICER II (One Post – Re-advertized)</u>

14.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Prepares draft contracts for services to be offered or procured by the Corporation.
- Attends to all Corporations' law suits.
- Seeks legal opinion from Attorney General's Chambers and Law firms.
- Ensures Corporation's property is adequately insured.
- Prepares annual reports and files with Parliament and Registrar of companies, and other agencies.
- Performs any other duties as may be assigned to him by superior from time to time.

14.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of an LLB degree with 1st or Upper 2nd class or equivalent qualification from a recognized Institution followed by not less than

4 years experience in the legal profession from a large commercial organization. OR

- Holder of LLM and
- A working experience of not less than 6 years in the legal profession
- Full CISA certificate in Company Secretarial will be an added advantage.

14.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills
- Fluency in written and spoken English and Swahili.

14.4 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 7.

14.5 AGE LIMIT: - Not more than 40 years

15.0 LEGAL OFFICER II (One Post)

15.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Drafts legal documents and minutes
- Maintains and keeps pension schemes and insurance policies records pertaining to the Corporation and its employees,
- Maintains a legal library consisting of documents generated at the Corporation and those bought or brought in from other sources, including reference books, legislations, journals, etc,
- Follows up cases in courts of law.
- Performs any other duties as may be assigned to by superiors from time to time.

15.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of an LLB degree or equivalent qualification from a recognized Institution with 1st or Upper 2nd class OR
LLM degree
A working experience in the related field will be an added advantage

15.3 DESIRED COMPETENCES

- Computer skills is essential
- Excellent writing skills & Communication skills

- Fluency in written and spoken English and Swahili.

15.4 AGE LIMIT:

Not more than 30 years for first degree and 35 years for master degree.

15.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 5

16.0 <u>SYSTEM ANALYST II (One Post)</u>

System Analyst: Individuals who support the operations and integrity of computer systems and networks and their use. These activities might include system installation, configuration, integration, maintenance, security management, and problem analysis and recovery.

16.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintaining local servers including e-mail, printers, back up, restoration and recovery, as well as local operating systems and software;
- Maintaining the security, maintenance and support of the local network; and WAN.
- Installing new equipment and operating software, including upgrades;
- Developing local network solutions, connectivity, and associated cabling requirements;
- Monitoring and testing server / network performance and providing network performance statistics and reports;
- Receiving and responding to Help Desk calls concerning hardware, software and communication systems;
- Ensuring procedures manuals, and help sheets are in place for network installations, including data, voice, and video systems;
- Conducts in house training to staff for commonly used software packages for optimum package uses;

- To keep good record of software available at the corporation and their renewal schedules for timely renewal, updates;
- Performs any other duties as may be assigned by superior.

16.2 DESIRED PROFESSIONAL QUALIFICATION

- Holder of a University degree in Information Technology or equivalent qualification from a recognized institution with 1st or 2nd upper class. OR
- Msc in IT in a recognised institution.
- Working experience in IT administration/System analyst will be an added advantage

16.3 DESIRED COMPETENCES

- Knowledge of Microsoft Windows 2003 server, network protocols and PC desktop including Windows XP, firewalls, and MS suit applications
- Knowledge of common computer packages.
- System Installation, maintenance and backup skills
- Computer networking skills
- Knowledge in data base management
- Fluency in written and spoken English and Swahili
- Candidate must have the ability to multi task, work independently and be solution driven and security management.

16.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for master's level.

16.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 5

17.0. <u>HUMAN RESOURCES OFFICER II (One Post)</u>

17.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains and updates Corporation's employees' personal records with regard to employment, training, promotions, increments, leave and disciplinary action records.
- Reviews copies of appointments, training / educational and disciplinary committee meeting and updates records and advised on relevant action as appropriate.

- Distributes and collects performance evaluation, and manpower training needs forms for various directorates, units and processes them as directed.
- Participates in orientation and induction course of newly recruited employees.
- Administers Sick Sheets, Burial arrangements, hospitalization formalities and certifies medical bills.
- Maintains and administers up-to- date leave rosters in cooperation with directorate/unit heads and makes recommendations on leave travel assistance claims.
- Performs any other related duties as may be assigned by the superiors.

17.2 DESIRED PROFESSIONAL QUALIFICATION

The candidate must be a holder of a degree in Public/Business Administration or equivalent qualification from a recognized university/institution with 1st or upper 2nd class. OR
Masters degree in the relevant field
A working experience in related field will be an added advantage.

17.3 DESIRED COMPETENCES

- Administrative skills
- Computer skills is essential
- Excellent writing and communication skills
- Fluency in written and spoken English and Swahili

17.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for master's level.

17.5 REMUNERATION

According to TPDC Scheme of Service in the salary scale of TPDC-PS 5

18.0 <u>ADMINISTRATIVE OFFICER II (One Post)</u>

Administers provisions, maintenance of efficient office services and facilities throughout the Corporation

18.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides and maintains adequate and efficient office services.

- Assists in the formulation, implementation and evaluation of administrative procedures and systems.
- Identifies required office supplies, equipment and services to be purchased.
- Controls use of office supplies and services.
- Keeps proper records of requisition and movement of fixed assets.
- Recommends office organization, accommodation and layout for efficient administration.
- Ensures smooth provision of security utilities, e.g. water, electricity, telephone etc.
- Ensures that a good public image of the Corporation is maintained through provision of a courteous receptionist, telephone service and maintenance of clean and tidy public surroundings of the Corporation.
- Performs any other related duties as may be assigned by superior from time to time.

18.2 **MINIMUM QUALIFICATIONS**

Holder of a degree in Public Administration or equivalent qualifications from a recognized institution with 1st or upper 2nd class.
OR
Masters degree in the relevant field
A working experience in related field will be an added advantage.

18.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer drawings

18.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

18.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 5.

19.0 <u>PUBLIC RELATIONS OFFICER II (One Post)</u>

19.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Initiate contacts with media institutions and arranges as directed advertisements, publications, radio interviews and posters with a view of promoting sales or the good image of the Corporation.

- Designs Corporation promotional publications materials such as diaries, calendars, posters etc. and distributes or displays them.
- Initiates formation of sports and cultural groups.
- Liaises with other sports and cultural groups for registration, joint games, competitions or entertainment activities.
- Maintains to acceptable standards of sports gear, halls, grounds and equipment.
- Arranges booking for venue and related services to cater for various meeting and functions.
- Arrange hotel bookings, travel formalities including immigration and airport arrangements for TPDC visitor's contractors and staff.
- Makes arrangements for official function and receptions in close collaboration with the Chief of Human Resource and Administration.
- Performs any other related duties as may be assigned by the superiors.

19.2 DESIRED PROFESSIONAL QUALIFICATION

- The candidate must be a holder of a degree in Mass Communication or equivalent qualification from a recognised university/institution with 1st or Upper 2nd class. OR
- Masters degree in the relevant field
- A working experience in related field will be an added advantage.

19.3 DESIRED COMPETENCES

- Excellent writing & Communication skills
- Computer skills is essential
- Good PR
- Fluency in written and spoken English and Swahili

19.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for master's level.

19.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 5.

20.0 STORES OFFICER II (One Post)

20.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains appropriate stores ledgers.
- Carries out perpetual inventory system.
- Carries regularly physical verification of stores.
- Arranges for appropriate storage space for various items.
- Verifies quality, quantity and other specifications during receipt and issue of stocks and that proper documentation are observed.
- Maintains appropriate environment for safe custody of stores.
- Performs any other related duties as may be assigned by superiors.

20.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a degree / Advanced Diploma in Materials Management or equivalent qualification from recognized Institution with 1st or upper second class. OR
Masters degree in the relevant field
A working experience in related field will be an added advantage

20.3 DESIRED COMPETENCES

- General Computer skills
- Fluency in written and spoken English and Swahili

20.4 AGE LIMIT

Not more than 30 years for a first degree holder and 35 years for master's level.

20.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 5.

21.0 ACCOUNTANT II (One Post)

21.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Checks accounting documents and records before and after posting.
- Ensures correctness of accounting record.
- Reconciles various accounts.
- Prepares summaries for joint venture accounts.
- Carries out regular checks on cash transactions.

- Performs any other related duties as may be assigned by superior from time to time.

21.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a degree/Advanced Diploma in Accountancy or equivalent qualification from a recognized Institution with 1st or Upper 2nd Class. OR
Holder of CPA/ACCA
Masters degree in Accounting
A working experience in related field will be an added advantage.

21.3 DESIRED COMPETENCES

- Financial / Accounting Computer skills
- Fluency in written and spoken English and Swahili

21.4 Age limit

Not more than 30 years for a first degree holder and 35 years for master's level.

21.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC-PS 5.

22.0 <u>CARTOGRAPHER II (Two Posts)</u>

21.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Undertakes cartographic works pertaining to the preparation of geological/ geophysical and other drawings including those for engineering purposes.
- Conducts printing and copying works of maps and data requested by geoscientists and engineers.
- Sorts maps and data stored in the archives for copying and printing as requested by geoscientists and engineers.
- Arranges data and maps for dispatch outside the country.
- Undertakes any other related duties as may be assigned by superiors from time to time.

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21.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a Diploma in Cartography from a recognized institution with at least one year training in Computer aided designs.

Holders of Certificate of Secondary Education (Form Four) must have 1 year certificate in Cartography before Diploma.

21.3 DESIRED COMPETENCES

- Fluency in written and spoken English and Swahili
- Knowledge of computer drawings

21.4 Age limit

Not more than 30 years

21.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- GS 4

<u>TECHNICIANS</u>

MECHANICAL/CHEMICAL/WATER/ELECTRICAL/INSTRUMENTATION

The Mechanical /Electrical/Instrumentation/Chemical/Water Technician assumes a high level of responsibility in supporting our field teams in their delivery of client services. Successful Technicians are fast learners, self-motivated, independent workers and ability to work under pressure.

22.0 **TECHNICIAN - MECHANICAL (Seven Posts)**

22.1 **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Maintenance, troubleshooting, and repair of all mechanical equipments.
- Operate drill press, grinders, engine lathe, or other machines to modify parts tested or to fabricate experimental parts for testing
- Prepare parts sketches and write work orders and purchase requests to be furnished by contractors.
- Draft detail drawing or sketch for drafting room completion or to request parts fabrication by machine, sheet or wood shops.
- Review project instructions and blueprints to ascertain test specifications, procedures, and objectives, and test nature of technical problems, such as redesign.
- Review project instructions and specifications to identify, modify and plan requirements fabrication, assembly and testing.
- Formulates, fabricate, and assemble new or modified mechanical components for products, such as industrial machinery or equipment, and measuring instruments.
- Set up and conduct tests of complete units and components under operational conditions to investigate proposals for improving equipment performance.
- Analyze test results in relation to design or rated specifications and test objectives, and modify or adjust equipment to meet specifications.

- Evaluate tool drawing designs by measuring drawing dimensions and comparing with original specifications for form and function, using engineering skills.
- Ensures safe custody of materials, tools and equipments and that the preventive maintenance programs are designed
- Participate on the daily operations on the projects.
- Performs any other related duties as may be assigned by the superiors.

22.2 **DESIRED PROFESSIONAL QUALIFICATION**

Holder of a Diploma certificate or Full Technician Certificate (FTC) in Mechanical, diesel or hydraulics technology or equivalent qualification from a recognized technical institution

22.3 **DESIRED COMPETENCES**

- Knowledge of technical and safety procedures
- Knowledge of computer drawings
- Site management skills
- Supervision skills
- Should be able to work independently and fast learner
- Able to work under pressure & in varying conditions
- Knowledge of Mathematics
- Fluency in written and spoken English and Swahili

22.4 **Age limit**

Not more than 35 years.

22.5 **REMUNERATION**

According to TPDC Scheme of service in the salary scale of TPDC- GS 4.

23.0 **TECHNICIAN - ELECTRICAL/INSTRUMENTATION (Two Posts)**

23.1 **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Align, fit, and assemble component parts, using hand tools, power tools, fixtures, templates, and microscopes.

- Analyze and record test results, and prepare written testing documentation.

- Inspect parts for surface defects and install electrical and electronic parts and hardware in housings or assemblies, using soldering equipment and hand tools.

- Read blueprints, schematics, diagrams, and technical orders to determine methods and sequences of assembly.

- Repair, rework, and calibrate hydraulic and pneumatic assemblies and systems to meet operational specifications and tolerances.

- Test performance of electromechanical assemblies, using test instruments such as oscilloscopes, electronic voltmeters, and bridges.

- Test equipment, using test devices attached to generator, voltage regulator, or other electrical parts, such as generators or spark plugs.

- Installing equipment, machines, wiring, or programs to meet specifications and conducts tests and inspections of products, services, or processes to evaluate quality or performance.

- Ensures safe custody of materials, tools and equipments.

- Ensure that preventive maintenance programs are designed and observed
- Participate on the daily operations on the projects.
- Performs any other related duties as may be assigned by the superiors.

23.2 **DESIRED PROFESSIONAL QUALIFICATION**

Holder of a Diploma certificate, or Full Technician Certificate (TFC) in Electronics or equivalent qualification recognized technical institution

22.3 **DESIRED COMPETENCES**

- Knowledge of electro safety procedures
- An expert in troubleshooting
- Knowledge of Mathematics and science
- Knowledge of Computer & Electronic equipments
- Fast learner and should be able to work independently
- Able to work under pressure & in varying conditions
- Information ordering
- Fluency in written and spoken English and Swahili

23.4 **Age limit**

Not more than 35 years.

23.5 **REMUNERATION**

According to TPDC Scheme of service in the salary scale of TPDC-GS 4

24.0 TECHNICIAN - WATER (One Post)

A water technician maintains and operates water and wastewater systems, operates construction equipment, heavy machinery and repairing and maintaining facilities and equipment in a safe, effective, and efficient manner. He is usually in charge of the equipment maintenance at the plant. The job entails using various tools, computerized systems and gauges to test the water for contaminants and inconsistencies.

24.1 PRINCIPAL DUTIES AND RESPONSIBILITIES

- Installs water lines and sewer lines, disconnects service lines, installs and removes fire hydrants, installs and repairs valves.
- Maps and diagrams water locations, logs jobs completed.
- Patches streets, digs holes and pours cement, lays pipe, cuts weed, builds fences and participates in mad removal activities.
- Assists to haul sand, road base, gravel, trench spoils and general debris to and from locations within and without the city limits.
- Performs routine maintenance and emergency repairs; reports mechanical problems to supervisor or lead worker.
- Installs sprinkling systems, repairs plumbing in restrooms, drinking pipes, and leaky valves
- Assists in general water meter maintenance activities such as installation, removal, and repair
- Performs semi-skilled and skilled maintenance work.
- Use the required procedures to test water and give excellent attention to every detail of the findings
- Adjusts chemical levels and remove harmful bacteria and organisms to make the water drinkable and visually appealing.
- Installation and monitoring of water equipments
- Ensures safe custody of materials, tools and equipments.
- Ensure that preventive maintenance programs are designed and observed
- Operating water and wastewater machinery, construction equipment and heavy machinery and repairing and maintaining facilities and equipment
- Participate on the daily operations on the projects.
- Performs any other related duties as may be assigned by the superiors.

24.2 DESIRED PROFESSIONAL QUALIFICATION

Holder of a Diploma certificate, or Full Technician Certificate (FTC) in Water treatment/ Water quality/Water plant maintenance technology, or equivalent qualification recognized technical institution

Job experience related to water treatment or plant maintenance will be an added advantage

24.3 DESIRED COMPETENCES

- Ability to read and interpret gauges and other measuring devices is required
- Ability to use chemicals and other additives to test water samples and make adjustments
- Good listening skills
- Ability to taste and smell
- Knowledge of safety procedures
- An expert in troubleshooting
- Knowledge of Computer & water gauges equipments
- Fast learner and able to work independently
- Able to work under pressure & in varying conditions
- Fluency in written and spoken English and Swahili

24.4 Age limit

Not more than 35 years.

24.5 REMUNERATION

According to TPDC Scheme of service in the salary scale of TPDC- GS 4

MODE OF APPLICATION

- Interested and suitable candidates should ensure that their applications along with their curriculum vitae, indicating current telephone contacts are received by **27th June, 2013**.
- Photocopies of relevant certificates and one recent passport size photograph should be attached with the **hand written** application letter.
- Each applicant should indicate two names of referees.
- Application without relevant documents will not be considered.
- Only short listed candidates will be contacted.

APPLY TO:-

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