



UNITED REPUBLIC OF TANZANIA
MINISTRY OF ENERGY
ENERGY AND WATER UTILITIES
REGULATORY AUTHORITY
(EWURA)



TRANSFER VACANCIES

The Energy and Water Utilities Regulatory Authority (EWURA) is an independent, world-class regulatory authority responsible for licensing, tariff regulation and quality of service regulation of the electricity, water, petroleum and Natural gas sectors. EWURA has the following vacancies for which suitably qualified Public Servants who wish to be transferred to EWURA are invited to apply.

1. PETROLEUM DIVISION (Re-advertised)

Post Title: Principal Engineer II - Petroleum Inspection (1 Post)
Duty Station: EWURA Head Office - Dodoma
Reports to: Technical Manager - Petroleum

Principal Engineer II - Petroleum Inspection will be responsible for ensuring compliance inspection of the petroleum products and facilities.

Duties and Responsibilities:

- i) To plan and coordinate field inspections on providers of petroleum products and infrastructures including pipelines so as to establish conformity with standards.
- ii) To plan and coordinate compliance monitoring and evaluation of petroleum products licensee's performance.
- iii) To provide technical inputs on the development of regulatory tools that will promote efficiency and sustainable growth of the petroleum sub-sector.
- iv) To review and recommend terms and conditions for licenses of petroleum products.
- v) To review and analyze data and information on petroleum products and facilities and provide recommendations.
- vi) To provide technical input in dispute resolutions involving providers of petroleum products and consumers.
- vii) To provide inputs in the preparation of periodic performance reports.

viii) To supervise and guide subordinates.

ix) To undertake any other related duties as assigned by the supervisor.

a) Minimum Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience.

Holder of a Bachelor's Degree and Master's Degree in one of the following fields: Petroleum Engineering, Mechanical Engineering, Chemical and Process Engineering, Geology, Geo-Science, Petroleum Geology, or equivalent qualifications from a recognized Institution with working experience of at least thirteen (13) years in a related field. Candidates with Bachelor's degree in Engineering must have been registered by Engineering Registration Board (ERB) as a Professional Engineer.

Post Title: Engineer II - Petroleum Inspection (1 Post)

Duty Station: EWURA Offices

Reports to: Senior Engineer II- Petroleum Inspection

Engineer II - Petroleum Inspection will be responsible for compliance inspection of the petroleum products and facilities.

Duties and Responsibilities:

- x) To participate in field inspections of petroleum products and facilities including pipelines to establish conformity with standards;
- xi) To provide technical inputs in the preparation of regulatory tools for petroleum infrastructure including petroleum pipelines;
- xii) To conduct a preliminary review of license applications;
- xiii) To collect, analyze and prepare reports on the licensing performance trends;
- xiv) To assist in gathering research data related to the petroleum industry during inspections;
- xv) To collect and analyze relevant data on petroleum products and facilities; and
- xvi) To undertake any other duties as assigned by the superiors.

b) Minimum Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience.

Holder of a Bachelor's Degree in one of the following fields: Petroleum Engineering, Mechanical Engineering, Chemical and Process Engineering, Geology, Geo-Science, Petroleum Geology, or equivalent qualifications from a recognized Institution. Candidates with Bachelor's degree in Engineering must have been registered by Engineering Registration Board (ERB) as a Graduate Engineer.

2. CORPORATE AFFAIRS DIVISION

Post Title: Principal Human Resources Officer II (1 Post)
Duty Station: EWURA Head Office - Dodoma
Reports to: Human Resources and Administration Manager

Principal Human Resources Officer II will be responsible for ensuring that human resources policies, systems, and procedures are developed, reviewed and coordinate in the implementation of human resource activities within the Authority.

Duties and Responsibilities:

- i. To plan and coordinate human resource activities of the Authority in order to ensure conformity with the provisions of the law and best practices.
- ii. To plan and coordinate the timely and effective provision of administrative services to the Authority including meeting preparations, maintenance of assets, insurance services and travel logistics
- iii. To plan, develop, review and coordinate the implementation of human resources policies, systems and procedures of the Authority.
- iv. To plan, coordinate and provide inputs in labor, industrial relation and disciplinary matters.
- v. To coordinate preparation and review of application systems and procedures for the administration
- vi. To provide professional advice, guidance and interpretation of Human resources matters.
- vii. To plan, coordinate and provide inputs in the human resources needs forecast and job evaluation exercises.

- viii. To monitor the Authority's payroll.
- ix. To plan, organize and coordinate staff recruitment, deployment, confirmation and career progression.
- x. To plan and coordinate the implementation of the Open Performance Review and Appraisal System.
- xi. To coordinate prudent management of the Authority's resources, including keeping records on their utilization
- xii. To coordinate and organize capacity-building programs to staff.
- xiii. To prepare periodic performance reports for human resources matters.
- xiv. To supervise and guide subordinates.
- xv. To undertake any other duties as assigned by the superiors.

c) Minimum Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience.

Holder of Bachelor's Degree and Master's Degree in one of the following fields: Public Administration, Human Resource Management, Human Resource Planning and Management, Industrial Relations, Sociology, Commerce and Business Administration majoring in Human Resource Management or equivalent qualifications from recognized institutions with working experience of at least thirteen (13) years in a related field. The candidate must have sat for and passed the Proficiency Examination for Human Resource Officers.

Post Title: Principal Administrative Officer II (1 post)

Duty Station: EWURA Head Office - Dodoma

Reports to: Human Resources and Administration Manager

Principal Administrative Officer II will be responsible for ensuring that administrative services are planned, coordinated and implemented within the Authority.

Duties and Responsibilities:

- i. To plan and coordinate the provision of administrative services to the Authority including meeting preparations, maintenance of assets, insurance services and travel logistics.
- ii. To plan in overseeing proper attendance to staff welfare issues including leave, staff rights and insurance policies.

- iii. To plan in overseeing proper attendance to staff welfare issues including leave, staff rights and insurance policies.
- iv. To review, verify and recommend for payment on supplier's invoices in respect of administrative activities.
- v. To plan, develop and review application systems and procedures for administration.
- vi. To plan and coordinate staff training and development programs.
- vii. To plan preparation and review of human resource policies, procedures and human resource planning
- viii. To ensure prudent management of the Authority's resources, including keeping records on their utilization.
- ix. To coordinate preparation and maintenance of staff database.
- x. To supervise and guide subordinates.
- xi. To undertake any other relevant duties as assigned by the superiors.

Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience.

Holder of a Bachelor's Degree and Master's Degree in one of the following fields: Human Resource Development and Planning, Human Resource Management, Public Administration, Business Administration or Commerce majoring in Human Resource Management, Sociology, Industrial Relations or equivalent qualifications from recognized institutions with working experience of at least 13 years in a related field. The candidate must have sat for and passed Qualifying Law Examination for Administrative Officers.

3. WATER AND SANITATION DIVISION (Re-advertised)

Post Title: Engineer II – Water and Sanitation (1 post)

Duty Station: EWURA Offices

Reports to: Senior Engineer II

Engineer II – Water and Sanitation will be responsible for providing support in the provision of technical regulation of the regulated sector

Duties and Responsibilities:

- i. To assist in collecting, collating, analyzing and storing information for regulatory reporting purposes in a periodic basis on technical and commercial aspects of water supply and sanitation services;
- ii. To conduct an inspection of water supply and sanitation services in relation to water supply and sanitation including water quality monitoring;
- iii. To provide inputs in reviewing and advising on tariffs and prices of water and sanitation services;
- iv. To review water utilities' business plans, customer service charters and performance reports;
- v. To provide technical and commercial inputs in resolving disputes between regulated service providers and consumers;
- vi. To provide inputs in the preparation of periodic performance reports of the water sector; and
- vii. To undertake any other duties as assigned by the superiors.

Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience;

Holder of a Bachelor's Degree in one of the following fields: Civil Engineering, Mechanical Engineering, Environmental Engineering, Chemical and Process Engineering, Water Resources Engineering, Water Resources and Irrigation Engineering, Municipal and Industrial Services or equivalent qualifications from a recognized Institution. Must have been registered by Engineering Registration Board (ERB) as a Graduate Engineer.

4. INTERNAL AUDIT DIVISION

Post Title: Senior Internal Auditor II (1 post)

Duty Station: EWURA Head Office - Dodoma

Reports to: Principal Internal Auditor II

Senior Internal Auditor II will be responsible for assisting the Management to institute effective internal control system, risk management and good governance processes.

Duties and Responsibilities:

- i. To review internal controls and submit recommendations to superiors.
- ii. To assess and recommend internal control systems adequate to avert the perpetration of frauds, misappropriation and embezzlements.
- iii. To conduct audit work and document audit issues in working papers.
- iv. To conduct regular checks and ad hoc investigations.
- v. To respond to external audit queries to allow for accounts to be approved at the end of the financial year.
- vi. To Monitor Management implementation of auditors' recommendations.
- vii. To participate in assessing risk management practices within the organization.
- viii. To participate in special audits and investigations;
- ix. To review working papers prepared by junior staff; and
- x. To perform any other official duties as may be assigned by the immediate supervisor.

Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience;

Holder of Bachelor's Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Business Administration or Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA with working experience of at least seven (7) years in related field.

Personal Attributes

In addition to the above skills and qualifications, applicants for the above positions are required to have the following attributes:

- a) A very high level of integrity, honesty and sense of responsibility;
- b) Ability to work under pressure and produce expected results;
- c) Ability to work in a dynamic team;

- d) Ability to self-manage, achieve results and meet deadlines; and
- e) Willingness to work beyond the call of duty.

Tenure

- a) EWURA is an equal opportunity employer.
- b) Staff will be employed on permanent and pensionable terms.

Mode of Application

Interested Public Servants should apply in confidence enclosing:

- (i) Application letter with Curriculum Vitae (CV) including names, postal address, e-mail address, and telephone number.
- (ii) Certified copies of certificates.
- (iii) one passport-size photo and names and contacts of three referees,
- (iv) Applicants must channel their application letters through their respective employers, failure of which will lead to automatic disqualification.
- (v) Transfer is not promotion therefore applicants should apply for the position they are currently holding.
- (vi) Only successful candidates will be contacted for further procedures.
- (vii) Applicants should indicate their willingness and commitment to cover their transfer costs as the application for transfer will be considered self-initiated.
- (viii) Those who applied for the re-advertised posts may re-apply through this advertisement.
- (ix) Lobbying and canvassing will not be entertained and may result in the applicant's disadvantage.
- (x) All applications through email (jobs@ewura.go.tz) should submit all necessary attachments as **one document** or **file** in PDF format.
- (xi) Email applications shall only be received through jobs@ewura.go.tz and through the below physical address and interested applicants should submit their applications by **26th May, 2023**

The Director General
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