THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

VACANCY ANNOUNCEMENT

Ref. No. JA.9/259/01/A/160 **22nd September, 2022**

1.0 BACKGROUND INFORMATION

On behalf of the Ministry of Foreign Affairs and East Africa Cooperation, Public Service Recruitment Secretariat (PSRS), invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one (1) vacant post of the Managing Director of Arusha International Conference Centre (AICC).

2.0 THE ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)

AICC was established under the Public Corporations Act No. 17 of 1969 by a Presidential Order through Government Notice number 115, published on 25thAugust, 1978. The Centre is wholly owned by the Government of Tanzania and operates under the purview of the Ministry of Foreign Affairs and East African Cooperation.

AICC was established to manage and control the complex of the defunct East African Community Headquarter and all other premises and lands in Arusha which belonged to the defunct East African Community. It also owns Julius Nyerere International Convention Centre as per Arusha International Conference Centre (Establishment) (Amendment)

Order of 2014, dated 19thMarch, 2014; and to provide facilities and services on the complex for purposes of conferences, meetings, seminars etc.

The Centre operates as a fully-fledged commercial entity without Government subvention. The provision of conference services is the core business. However, AICC also rents offices at the headquarters' complex and housing units in Arusha. The Centre also provides health services through its medium sized 32-bed hospital in Arusha.

POST	**MANAGING DIRECTOR**
EMPLOYER	**ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)**
REPORTS TO	**BOARD OF DIRECTORS**
SUPERVISES	**HEADS OF DEPARTMENTS AND UNITS**
KEY COMPETENCIES/ ATTRIBUTES	(i) Visionary, Strategic thinker, Scenario Analyst and Planner; (ii) Business Continuity Mindset; (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; (iv) Excellent interpersonal, communication, public relations and customer relationship skills; (v) High level of business acumen, commercial awareness and entrepreneurship skills; (vi) Capacity to analyse and interpret big data and make sound decisions in complex and competitive environments; (vii) Excellent Risk Management skills; (viii) Ability to build teams, foster team spirit, oversee and lead teams with diverse discplines and expertise and unify their effort in promotion and development of conferencing tourism; (ix) Excellent performance management skills; (x) Ability to create value proposition for domestic, regional and international conferencing tourism clients and stakeholders; (xi) Proven Service and conferencing Marketing skills for promotion of the Tanzania conferencing tourism domestically, regionally and internationally; (xii) Knowledge of national, regional and international conferencing tourism practices;

	(xiii) Understanding of public policies, laws and regulations related to domestic, regional and international conferencing tourism; (xiv) Ability to interpret policy objectives for establishment of Arusha International Conference Centre in relation to the country's development agenda, economic policies and the AICC's position in implementation of the national policies and agenda; (xv) Ability to innovate and create conferencing tourism solutions to high end, mid end, low end and emerging markets; and (xvi) Strong resource mobilization and negotiation skills.
LANGUAGES	Multilingual preferably Kiswahili and English. Knowledge of other languages such as French, Spanish, Arabic and Chinese will be an added advantage
JOB SUMMARY	Manage, develop and transform the Arusha International Conference Centre (AICC) to be a hub of domestic, regional and international conferencing and Convention tourism in the sub sahara region.
DUTIES AND RESPONSIBILITIES	(i) Providing leadership and management of the Centre according to the strategic direction set by the Board of Directors; (ii) Creating the required synergy within the Centre through planning, organizing, coordinating and overall management of the AICC operations; (iii) Overseeing policies and protocol issues; (iv) Managing, planning and coordinating the Centre's activities of promoting sustainable congress and business tourism; (v) Enhancing the Centre's position and ability as the premier congress and business tourism promotion agency in the country; (vi) Acting as intermediary between the Board and staff of the Centre; (vii) Translating and communicating policies formulated by the Board to all staff of the Centre for clear implementation and success; (viii) Drafting policies for approval by the Board and preparing procedures to implement the organizational policies; reviewing existing policies on an annual basis and recommending changes to the Board as appropriate; (ix) Spearheading the Centre's initiatives in seeking sources of finance for various projects undertaken by the Centre; (x) Preparing national and international programs for appropriate promotion of congress and business tourism in Tanzania; (xi) Implementing organizational and managing policies which will guide

	efficient running of the Centre; (xii) Ensuring the Centre's targets are achieved and operating within the approved budget; (xiii) Ensuring availability of financial and performance reports; (xiv) Ensuring that the Board's resolutions are implemented and subsequent reports are prepared. (xv) Developing a vision and strategic plan to guide the Centre; (xvi) Developing operational plans which incorporate goals and objectives that work towards the strategic direction of the Centre and ensuring that the operations of the Centre meet the expectations of its stakeholders; (xvii) Identifying, assessing, and informing the Board on internal and external issues that affect the Centre; (xviii) Representing the Centre at community activities to enhance the organization's community profile; and (xix) Performing any other duties relevant to the scope of work that may be assigned by the Board and the Minister.
QUALIFICATIONS	Master's Degree in the following fields: Tourism, Hospitality, Marketing, Business Administration, Commerce, International Business, Economics, Enterpreneurship, Human Resources Management, Public Administration, International Relations or Law from a recognized institution. Holding a PhD in any of the above field will be an added advantage.
EXPERIENCE	At least ten (10) years of experience of which five (5) years should be in a Managerial position in a reputable organisation.
AGE LIMIT	Not more than fifty five (55) years
TERMS OF EMPLOYMENT	Contractual between Three (3) to five (5) years renewable based on performance
REMUNERATION	Negotiable
APPLICATION TIME LINE	Twenty-one (21) days from the date of the advertisement

3.0 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 or in the email sent to KPMG Advisory Limited for their 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);**
- Birth certificate;

vi. Attaching copies of the following certificates is strictly not accepted: -

- Form IV and form VI results slips;
- Testimonials and all Partial transcripts;

vii. An applicant must upload recent Passport Size Photo in the Public Service Secretariat Recruitment Portal or attached them to the scanned copy of the CV sent to KPMG Advisory Limited through their email address ;

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. An applicant should indicate three (3) reputable referees with their reliable contacts;

xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) or National Council for Technical Education (NACTVET) where applicable;

xiii. 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 and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings – Dodoma or Country Leader, KPMG Advisory Limited, 2nd Floor, The Luminary, Haile Selassie Road, Masaki, P.O.Box 1160, Dar es Salaam, TANZANIA.**

xiv. Deadline for application is 12th October, 2022**.**

xv. Only shortlisted candidates will be informed the date of interview and;

xvi. Presentation of forged certificates and other information will necessitate legal action;

NOTE: ***Applications must be sent either through Recruitment Portal by using the following address;*** ***http://portal.ajira.go.tz/*** **(This address also can be found at PSRS Website, Click '*Recruitment Portal*') or *recruitment@kpmg.co.tz***

Released by:

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT