

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/90

1st June, 2022

On behalf of The Mining Commission Public Service Recruitment Secretariat invites qualified Tanzanians to fill **24** vacant posts mentioned below.

1.0 MINING COMMISSION (MIC)

The Mining Commission was established under the Mining Act 2010 as amended by Written Laws (Miscellaneous Amendment) Act 2017. The Commission came into existence through the Government Notice No. 27 issued on 7th July, 2017.

The Commission has taken over all operational functions that were being performed by Minerals Division under Ministry of Energy and Minerals and all functions that were being performed by Tanzania Minerals Audit Agency (TMAA) and Tanzania Diamond Sorting Organization (TANSORT).

The responsibility of the Minerals Division shall now be advising the Minister on all matters related to the mining sector. The aim of the Commission is to enhance management of the Mining Sector and to ensure that the Government is benefiting from the income generated in a sustainable manner.

1.1 ENGINEER II (MINING ENGINEERING) – 6 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To collect, analyse and keep mining information/data, accidents records and other

related statistical data and information;

- ii. To examine mine plans, plant designs and related structures;
- iii. To assist in designing and supervision of drilling and blasting plans;
- iv. To assist in assessment of the feasibility studies of new sites;
- v. To assist in monitoring and evaluation of mines performance;
- vi. To assist in monitoring operations and equipment comply with health, safety and Environmental requirements;
- vii. To record tracking and keeping in the mine's operations;
- viii. To assist in identification and recommend suitable mining method, mining equipment and machinery particularly for Small Scale Miners;
- ix. To train small scale miners on the Mining Act and its Regulations and issues related to safety in mining;
- x. To assist in developing individual objectives and/ or targets as part of the individual performance agreement in consultation with the immediate supervisor; and
- xi. To perform any other related duties as assigned by supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mining Engineering from a recognized Institution and must be Registered with Engineers Registration Board (ERB) as a graduate Engineer.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale MCSS 6

1.2 ENGINEER II (MINERAL PROCESSING) – 4 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To monitor the actual production of minerals in medium and large-scale miners;

- ii. To assist in ascertaining and recording the weight of minerals produced in various stage of process in medium and large-scale mines;
- iii. To assist in sampling of the minerals produced, recording and packing of the samples in appropriate packages ready for sending to the laboratory for analysis;
- iv. To assist in verifying/calculating and recording the actual weight of chemical reagents used in dry calcite prior to smelting in medium and large-scale mines;
- v. To collect and analyse mineral production data and/or information and them associated statistics;
- vi. To examine mineral processing techniques used in the mines and advice accordingly;
- vii. Conduct training to small scale licensed mineral processing operate on proper processing technology;
- viii. To assist in witnessing and records daily sorting and recovery of gemstones in gemstones mines;
- ix. To assists in monitoring and control of daily shaft face picking after blasting of gemstones in gemstones mines;
- x. To establish and maintain a database of processing plants, smelters and refinery; and
- xi. To perform any other related duties as assigned by supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mineral Processing Engineering from a recognized Institution and must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale MCSS 6

1.3 TECHNICIAN II (GEOLOGY) – 3 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare necessary documents, data and information for issuance, renewal, revoke and suspension of licenses, permits and certificates of mining activities;
- ii. To assist in collection of geological data and information related to exploration, mining, exploitation and mineral trade;
- iii. To prepare documents, reports, plans and other logistics to facilitate inspection and monitoring of mineral exploration and prospection activities;
- iv. To assist in controlling minerals smuggling through major exit points;
- v. To undertake routine systematic geological sample collection, preparation, storage and submission to laboratory for further investigation;
- vi. To assist in collection, compilation and pre-processing of Mineral Rights and licensing applications;
- vii. To assist in preparation of responses to customer queries and searches;
- viii. To develop individual objectives or targets and all performance standards as part of the individual performance agreement in consultation with the immediate supervisor; and
- ix. To perform any other related duties as assigned by supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Diploma or FTC in Geology from a recognized Institute.

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1.3.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale MCSS 4

1.4 TECHNICIAN II (MINING) – 3 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in collecting and analysing mining and explosives information and data;
- ii. To assist in preparation of inquiries and other logistics related to investigations in

mining accidents and incidences;

iii. To assist in monitoring explosives handling, storage and usage and disposal in the country;

iv. To assist in preparing and pre-processing applications for blasting certificates;

v. To develop individual objectives and targets and performance standards as part of individual performance agreement in consultation with his/her immediate supervisor;
and

vi. To perform any other related duties as assigned by supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Diploma or FTC in Mining Engineering from a recognized Institute.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale MCSS 4

1.5 GEOLOGIST II – 6 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in preliminary process of issuance, renewal, revoke and suspension of licenses, permits and certificates of mining activities;
- ii. To assist in inspection and monitoring of mineral exploration/ prospecting activities to ensure that they are executed in accordance to approved programmes and budget;
- iii. To assist in qualification and quantification of the produced minerals;
- iv. To assist in processing and issuing of export and import permits for minerals;
- v. To assist in inspection of major, medium and small-scale mining development projects and ensure that they operate according to safety, health and environmental country guidelines;
- vi. To collect and sort quarterly reports submitted by mining operators and evaluate performance against work program;

- vii. To assist in establishment and maintenance of database of the mineral potential for promotion of value addition activities in the country;
- viii. To assist in maintaining the Mining License Register;
- ix. To assist data/information updates on Mineral Trading and Exports registers at RMOs and cadastre;
- x. To advise Mineral Rights and Licenses applicants on the status of their application;
- xi. To prepare responses to customer queries and searches and draft written official responses; and
- xii. To perform any other duties as assigned by superiors.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Geology or equivalent qualification from recognized Institution.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale MCSS 6

1.6 LABORATORY TECHNOLOGIST II– 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To Prepares reagents, equipment, instruments and apparatus needed for Laboratory operations and sample analysis.
- ii. To Cleans and keeps the laboratory in neat and proper condition.
- iii. To Cleans laboratory equipment and apparatus after use.
- iv. To Participate in preparation, implementation and review of quality system.
- v. To Performs any duties as may be assigned by one`s reporting officer.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or FTC in Geology, Chemistry, Geochemistry, Mineralogy/Petrography, Mineral Processing Engineering or equivalent qualification from recognized Institutions.

1.6.3 REMUNERATION

Attractive remuneration package in accordance with the institution`s salary scale MCSS

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;

- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **10th June, 2022;**
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. 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**

