THE UNITED REPUBLIC OFTANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICERECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/132 **23rd July, 2022**

VACANCY ANNOUNCEMENT

On behalf of Tanzania Geothermal Development Company Limited (TGDC) and Tanzania Public Service College (TPSC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill thirty four (**34)** vacant posts mentioned below;

1.0 TANZANIA GEOTHERMAL DEVELOPMENT COMPANY LIMITED (TGDC)

Tanzania Geothermal Development Company Limited (TGDC) is a subsidiary company of The Tanzania Electric Supply Company (TANESCO) established in December 2013 and came into operation in July 2014. The company is mandated to spearhead the development of geothermal resources in the country for power generation and direct heat applications.

TGDC is mandated:To undertake upstream geothermal resource assessment including reconnaissance, geo-scientific surface explorations, drillings, reservoir assessments and pre-feasibility, undertake mid and downstream geothermal development including project feasibility studies, steam and/or hot water field development, reservoir management, power production and direct heat uses projects, solicit financing for geothermal resource development from various sources and promote geothermal business and developer of alternative uses of geothermal energy than electricity including drying of crops, greenhouse farming, fish farming, poultry and husbandry, space heating, balneology, recreation etc.

1.1 RESEARCH ENGINEER - 2 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

i. To lead and solve technical, business, and technological challenges about to the company Strategic Plan

ii. To identify, analyze and carry out research on the company's strategic projects and provide innovative solutions to the identified companies' focus areas/programs
iii. To carry out research/studies that address the growth of the geothermal industry and provide technical measures and advice on the challenges facing TGDC
iv. To undertake long-term forecast research on the national /geothermal development and advice on the expansion of the strategic project to ensure the reliability of power supply and Climate change implementations
v. To provide support in planning, feasibility studies, and preparations of the detailed schedules of work, and cost estimates and advice on smooth integration of geothermal plants into power systems
vi. To communicate research findings to internal bodies;
vii. To negotiate agreements to advance Research &Development Projects;
viii. To ensure the implementation projects are on time and within the budget allocated;
ix. To perform complex engineering analyses and
x. To perform any other related duties as may be assigned from time to time by the supervisor"

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of a BSc degree in Mechanical, Electrical, Electromechanical and Civil .Engineering must be registered by Engineering Registration Board as an engineer; (ERB). One (1) year of full-time experience in power systems, Computer skills (Microsoft Word, Excel, PowerPoint) and Registration as a Professional Engineer will be an added advantage

1.2 DRILLING ENGINEER - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

i. To design and selecting geothermal well-head equipment;
ii. To coordinate and supervise the drilling team;
iii. To undertake engineering design and planning of well-drilling programs (including development work);
iv. To obtain relevant drilling data, carrying out on-site engineering analysis and recommending necessary actions and writing technical reports;
v. To prepare well data sheets;
vi. To draw up drilling programmes and taking account of desired production flow rates;

vii. To monitor the daily progress of well drilling operations;

viii. To keep track of current daily costs, comparing actual costs with expenditure proposals and recommending cost-effective strategies;

ix. To liaise with stakeholders, such as cement companies or suppliers of drilling fluids and other consumables;

x. To monitor safety and ensuring the good maintenance of the well;

xi. To adhere to environmental protection standards, in some cases through direct discussion with local governments to ensure compliance with legislative requirements;

xii. To establish and administer drilling and service contracts;

xiii. To design directional well paths (horizontally or multi-laterally, as appropriate);

xiv. To Participate in the preparation of conceptual field development design;

xv. To work with multidisciplinary professionals to evaluate the commercial viability of the well and monitor progress during drilling;

xvi. To Return the site to its natural environmental setting in case of drilling operation termination

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Undergraduate degree in Mechanical/Electrical/Civil Engineering, Must be Registered by Engineering Registration Board as an engineer. Post Graduate degree, Masters of Business Administration (MBA), Project Management/Engineering Management, Registration as a Professional Engineer, Computer skills Microsoft Word, Excel, PowerPoint, Knowledge of Microsoft Project Management Software and one (1) year of experience in Project Planning and Development in a reputable company/organization or energy sector will be an added advantage.

1.3 PLANNING ENGINEER - 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

i. To participate in the development of TGDC's business strategic action plans, and budget;

ii. To participate in strategizing and mobilization of financial resources to meet TGDC's development programs and projects;

iii. To participate in project identification, planning, packaging, and monitoring of performance;

iv. To assist in the identification of new opportunities that enhance and promote TGDC’s Mission and Vision Statements;

v. To identify the project deliverables, milestones, and required tasks and targets to determine the staffing requirements, and allotment of available resources to various phases of the project through the project measurement system;

vi. To progress monitoring of specific projects on regular basis and anticipate and resolve any problems.
vii. To review status reports, modify schedules and plans as required and keep the management apprised of the project progress regularly
viii. To ensure that project control documents such as resources histogram, and schedules. reporting systems, material controls systems, etc. are in place to ensure that project implementation and procurement interfaces are properly addressed; and
ix. To perform any other duties and responsibilities when directed by the supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Undergraduate degree in Mechanical/Electrical/Civil Engineering. Must be registered by Engineering Registration Board as an engineer. Possession of qualifications in Post Graduate degree, Masters of Business Administration (MBA), Project Management/Engineering Management. Registration as a Professional Engineer, Computer skills (Microsoft Word, Excel, PowerPoint Knowledge of Microsoft Project Management and one (1) year of experience in Project Planning and Development in a reputable company/organization or energy sector Software will be an added advantage.

1.4 TECHNICIANS DRILLERS - 4 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

i. To receive and execute accordingly all the instructions for drilling parameters;
ii. To receive handover for the previous shift and verify the status of operations and equipment before the beginning of the new shift;
iii. To check and set up the equipment necessary for the assigned shift, i.e. drill pipes and other tubular material, x-over, etc;
iv. To operate the rig during drilling activities;
v. To coordinate and control rig down/rig up operations;
vi. To assist the Drillers and assure that reporting routines are followed, and all equipment-related paperwork is carried out within the area of responsibility;
vii. To ensure that all orders and instructions received verbally or in writing are fully understood and adhered accordingly;
viii. To be safety conscious in all work and maintain the use of personal protective equipment;
ix. To be responsible for safe working conditions on the rig at all times;
x. To assist Driller to ensure that crew uses personal protective equipment;
xi. To be familiar with all relevant work and safety procedures issued by Company and Operator;

xii. To take part in emergency drills and safety meetings;

xiii. To issue Safe Job Analysis before start-up of non-routine operation or job and ensure completion of risk assessments where required;

xiv. To instruct all personnel assigned to assist the assistant driller of their duties and responsibilities and any special safety precautions to be taken before start-up of any work;

xv. To report all accidents, near-miss accidents and non-conformance through proper channels;

xvi. To ensure that good housekeeping is maintained on the drill floor;

xvii. To perform preventive, routine and non-routine maintenance and for the repair of engines, pumps, compressors and drilling-related equipment of the rig;

xviii. To ensure that all reporting routines are followed and that all equipment-related paperwork is carried out within the area of responsibility, such as maintenance records, updating of service and instruction manuals, instructing procedures, etc. Be familiar with rigs' maintenance systems;

xix. To keep the stock of spare parts and consumables at the appropriate level, by verifying the stock levels and reporting to superiors the deficiencies taking into consideration future maintenance requirements and delivery time; and

xx. To participate in disassembly, loading, unloading and assembly of the drilling equipment during a rig move.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of FTC/diploma in engineering in the field of Mechanical/Electro mechanics/Electrical/Mining from a recognized training institution. Safety, communication & supervisory skills and experience, proficient in computers, confident with Microsoft Packages: i.e, Word, Excel, Access, PowerPoint etc. Fluent in the English and Swahili language experience with coring and air-hammer drilling will be an added advantage.

1.5 ARTISAN ASSISTANT DRILLERS - 4 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

i. To receive instructions and adhere to drilling parameters;

ii. To receive and verify the status of operations and equipment handover of the previous shift before the beginning of new a shift;

iii. To check and set up the equipment necessary for the assigned shift, i.e. drill pipes and other tubular material, x-over, etc;

iv. To operate the rig during drilling activities;

v. To participate in coordinating and controlling rig down/rig up operations;
vi. To assist the Driller and assure that reporting routines are followed, and that all equipment-related paperwork are carried out within area of responsibility;
vii. To ensure that all orders and instructions received verbally or in writing are fully understood and adhered to;
viii. To be safety conscious in all work and use personal protective equipment;
ix. To be responsible for safe working conditions on the rig at all times;
x. To assist Driller to ensure that crew uses personal protective equipment;
xi. To be familiar with all relevant work and safety procedures issued by Company and Operator;
xii. To take part in emergency drills and safety meetings;
xiii. To issue Safe job analysis before start-up of non-routine operation or job and ensure completion of risk assessments where required;
xiv. To instruct all personnel assigned to assist the assistant driller of their duties and responsibilities and of any special safety precautions to be taken before start-up of any work;
xv. To report all accidents, near-miss accidents and non-conformance through proper channels; and
xvi. To ensure that good housekeeping is maintained on the drill floor.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate, VETA certified NVA Level III/ Level II in Mechanics / Electrical from a recognized training institution. Safety knowledge and communication skills Proficient in computers, confident with Microsoft Packages: Word, Excel, Access, PowerPoint etc. Experience with coring and air-hammer drilling and Fluent in the English and Swahili language will be an added advantage.

1.6 ARTISAN - ROUGH NECK - 12 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

i. To receive instructions from Driller and Assistant Driller;
ii. To receive and verify the status of operations and equipment handover for the previous shift before beginning of new shift;
iii. To assist in setting up the equipment necessary for the assigned shift, i.e. drill pipes and other tubular material, x-over, etc;
iv. To assist with rig down/rig up operations;
v. To work on the rig floor during drilling, connecting pipes & running casings;
vi. To mix drilling fluids;
vii. To conduct Minor servicing and greasing of tools on the rig floor;
viii. To sort and maintaining tools on the rig floor;
ix. To assist in preparing tallies of tools;
x. To ensure that all orders and instructions received verbally or in writing are fully understood and adhered to;
xi. To be safety conscious in all work and use personal protective equipment;

xii. To be responsible for safe working conditions on the rig at all times;
xiii. To be familiar with all relevant work and safety procedures issued by Company and Operator;
xiv. To take part in emergency drills and safety meetings;
xv. To report all accidents, near-miss accidents and non-conformance through the proper channels; and
xvi. To ensure that good housekeeping is maintained on the drill floor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Form Four Certificate, NVA Level II/ Level III in Mechanics/Electro mechanics/Electrical from a recognized training institution. Knowledge in Safety and communication skills, Fluent in the English and Swahili language, experience with coring and air-hammer drilling will be an added advantage.

2.0 THE TANZANIA PUBLIC SERVICE COLLEGE (TPSC)

The Tanzania Public Service College (TPSC) was established in 2000 under the Executive Agencies Act, Cap 245 as an Executive Agency under the President's Office, Public Service Management and Good Governance (PO-PSMGG) and operates as a semiautonomous Government Agency. Moreover, on 18th June, 2019 the President of the United Republic of Tanzania, approved the merger of Tanzania Public Service College and the Tanzania Global Learning Agency (TaGLA) to form new Executive Agency which retained the name of Tanzania Public Service College so as to provide training and development programmes to build public and private sector competencies and instill Public Service delivery values and ethics within the framework of devolved systems. The establishment of new TPSC was officially announced vide the Government Notice No. 64 published on 31st January, 2020. The College has six (6) campuses which are located in Dar es Salaam, Tabora, Mtwara, Singida, Tanga and Mbeya Regions and it has one Online Training Centre located in Dar Es Salaam. The College is registered with the National Accreditation Council for Technical and Vocational Education and Training (NACTVET).

2.1 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) - 2 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree);
ii. To prepare teaching and learning resources for tutorial exercises;
iii. To conduct research, seminars and case studies;
iv. To supervise and assess students' projects; and
v. To perform any other duties as assigned by supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Human Resources Management from recognized institutions with a GPA of at least 3.5 in first Degree.

2.1.3 SALARY SCALE: PHTS 2/1

2.2 ASSISTANT LECTURER (INFORMATION AND COMMUNICATION TECHNOLOGY) - 2 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

i. To teach and conduct assessment up to NTA level 8 (Bachelor's Degree)
ii. To prepare teaching and learning resources for tutorial exercises;
iii. To conduct research, seminars and case studies;
iv. To supervise and assess students' projects; and
v. To performs any other duties as assigned by supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

Holders of Master Degree in Information and Communication Technology, Master Degree of Computer Science, and Master degree in Computer Engineering from recognized institutions with a GPA of at least 3.5 in first Degree. Programming knowledge is an added advantage.

2.2.3 SALARY SCALE: PHTS 2/1

2.3 TUTORIAL ASSISTANT – SECRETARIAL STUDIES (6 Posts)

2.3.1 DUTIES AND RESPONSIBILITIES

i. To teach up to NTA level 6 and assist tutorial classes in higher NTA levels;
ii. To provide assessments up to NTA level 6;
iii. To prepare learning resources for practical exercises;
iv. To assist in carrying out consultancy and community services;
v. To assist in conducting practical exercises for students in the department under close supervision up to level 6;
vi. To prepare material for practical exercises;
vii. To carry out consultancy and service job assignments under close supervision; and
viii. To perform any other duties assigned to him by his/her senior staff.

2.3.2 QUALIFICATION AND EXPERIENCE

Holders of a Bachelor Degree in Secretarial Studies with a GPA of at least 3.5.

2.3.3 SALARY SCALE: PHTS 1/1

GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania 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 lettershould be written either in Swahili or English andAddressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**

xiv. Deadline for application is **5th August, 2022;**

xv. Only shortlisted candidates will be informed on the date of 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

Jiandae kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022