

## **EMPLOYMENT OPPORTUNITY**

### **1.0. INTRODUCTION**

Tanzania Revenue Authority (TRA) was established under the Tanzania Revenue Authority Act No.11 Of 1995. The Authority is a semi-autonomous agency of the Government responsible for the administration of the Central Government taxes as well as several non-tax revenues. TRA is currently implementing the Sixth Corporate Plan (CP6: 2022/23 – 2026/27) with the Vision of ***“A Trusted Revenue Administration for Socio-economic Development”*** and the Mission of ***“We Make It Easy to Pay Tax and Enhance Compliance for Sustainable Development”***.

TRA would like to recruit qualified, dynamic and ethical personnel to fill positions in the Domestic Revenue, Customs and Excise, Human Resource and Administration, Information and Communication Technology, Board Secretariat and Legal Services, Procurement and Logistics, Research, Policy and Planning, Finance, Internal Audit, internal Affairs and Risk and Compliance Department. Applications are therefore invited from suitable qualified Tanzanians for the followings positions:

### **2.0. POSITION: DIRECTOR FOR RISK AND COMPLIANCE (1 POST) – RISK AND COMPLIANCE DEPARTMENT**

#### **Key Responsibilities will include**

- To oversee development and review of TRA’s Risk Management Policy in line with Government Guidelines and international best practice.
- To oversee implementation of Risk Management Framework in line with TRA’s Risk Management Policy.
- To oversee development and implementation of data policies and processes to ensure data quality assurance.
- To oversee implementation of Business Continuity Management Framework in line with TRA’s BCM Policy.
- To coordinate implementation of Quality Management System and Gemba Kaizen Management System.
- To oversee development and management of business intelligence solutions.
- To oversee development and management of data analytics and data mining solutions.
- To coordinate the review of all risk registers for consistency and completeness.
- To oversee and update organization-wide risk profiles, with input from risk owners.

- To oversee risk management programmes in order to enhance risk management culture.
- To oversee TRA's compliance with laws (TRA Act, Tax Laws, Environmental Law, OSHA), regulations, circulars, Quality Standards, procedures and adopted non-binding rules (e.g. Taxpayers Service Charter).
- To develop policies, procedures and guidelines to ensure compliance.
- To serve as Chief Compliance officer for TRA.
- To institute internal controls and ensure that they operate accordingly.
- To provide periodic organizational risk management policy and framework implementation reports to management and TRA Board.
- To provide periodic compliance reports.
- To oversee delivery of quality services when dealing with taxpayers and other stakeholder while discharging statutory obligations.
- To conduct and supervise performance appraisal process within the department.
- To manage staff integrity within the department by ensuring adherence to TRA governance policies and guidelines.
- To perform other duties assigned by Superiors.

### **Key Qualifications, experience and competencies**

Master Degree or Postgraduate Diploma in one of the following fields; Economics, Actuarial Science, Accountancy, Finance, Business Administration majoring in Accountancy or Finance, Taxation, Statistics, Information Technology, Operational Research or equivalent qualifications from a recognized Institution/University with working experience of at least ten (10) years in related field of which five (5) years must be at managerial level.

Salary Scale: TRAS 13

### **3.0. POSITION: DEPUTY DIRECTOR RESEARCH AND FISCAL POLICY ADVISORY (1 POST) – RESEARCH, POLICY AND PLANNING DEPARTMENT**

#### **Key Responsibilities will include**

- To coordinate development, review and implementation of research policy, guidelines, standards and procedures.
- To supervise planning and execution of research functions.
- To supervise preparation of annual forecast of revenue collection, negotiate and agree with the Government and on the collection targets.
- To serve as the TRA link with internal and external stakeholders on matters related to research.
- To coordinate implementation of TRA's Innovation Management Framework.
- To facilitate preparation and implementation of fiscal policy advice to the Government.
- To supervise the development and submission of proposals for tax reforms.
- To coordinate preparation of inputs for the Ministry for Finance and Planning on Parliamentary matters.

- To coordinate gathering and dissemination of statistics requirements for internal and external stakeholders including, Development partners (MDAs, EAC, SADC, DFID, IMF and World Bank).
- To coordinate participation in preparation of TRA's Annual Reports.
- To conduct and supervise performance appraisal process within the division.
- To manage staff integrity within the division by ensuring adherence to TRA governance policies and guidelines.
- To coordinate delivery of quality services when dealing with taxpayers and other stakeholder while discharging statutory obligations.
- To oversee adherence to TRA Management Systems.
- To perform other duties assigned by supervisor.

### **Key Qualifications, experience and competencies**

Master Degree or Postgraduate Diploma in one of the following fields; Economics, Public Finance, Taxation, Statistics, Operations Research or equivalent qualifications from a recognized Institution/University with working experience of at least ten (10) years in the related field of which five (5) years must be at managerial level.

Salary Scale: TRAS 12

## **4.0. POSITION: PRINCIPAL RISK OFFICER (ACTUARIAL SCIENTIST) (1 POST) – RISK AND COMPLIANCE DEPARTMENT**

### **Key Responsibilities will include**

- To analyse statistical data and evaluate them to determine potential risks
- To explore ways to reduce risks analysed
- To supervise and coordinate communication of findings to management for decisions.
- To provide advice based on calculations in ways that non-experts can understand.
- To supervise and coordinate development of IT systems and monitor processes to ensure are efficient and compliant with regulations.
- To provide hands-on support on data mining engineering in the in the TRA.
- To coordinate development of methodologies for data collection on various aspects of the TRA operational programmes.
- To maintain third party data management.
- To review quarter and annual data engineering reports and reports.
- To review and implement TRA data mining and data analytic infrastructure.
- To collaborate with other departments in designing data science infrastructure and ensure it is up to date with current trends and that they involve to stay ahead of the strategic needs of TRA business.
- To promote the design and development of customized data collection, management, and search-and-retrieval systems in order to support the collection, processing, exploitation, analysis and dissemination of big and complex datasets.
- To communicate and present summaries of structured and unstructured data in visual, text-based and interactive formats to non-specialists.

- To ensure delivery of quality services when dealing with taxpayers and other stakeholder while discharging statutory obligations.
- To ensure adherence to TRA Management Systems within the section and;
- Manage staff integrity by ensuring adherence to TRA governance policies and guidelines and;
- To perform other duties as assigned by the superior.

### **Key Qualifications, experience and competencies**

Master's degree or Postgraduate Diploma in one of the following disciplines: Data science, Computer Science, Computer Engineering, Actuarial Science, Mathematics, Data Mining or equivalent qualifications with working experience of at least eight (8) years in the related field in which three (3) years must be in a senior position.

Salary Scale: TRAS 7:1

## **5.0. POSITION: RISK OFFICER II (ACTUARIAL SCIENTIST) (3 POSTS) – RISK AND COMPLIANCE DEPARTMENT**

### **Key Responsibilities will include**

- To prepare statistical data and evaluate them to determine potential risks
- To explore ways to reduce risks analysed
- To prepare findings to management for decisions.
- To provide advice based on calculations in ways that non-experts can understand
- To prepare reports and presentations
- To conduct hands on support on data mining engineering in the in the TRA;
- To prepare methodologies for data collection on various aspects of the TRA operational programmes;
- To design and reviews data collection instruments;
- To interacts with the Internet of Things by capturing and merging relevant sources of data for real-time and offline processing
- To integrates and merges the contents of disparate databases into new datasets that meet the specified needs of users
- To processes, generates and translates metadata in order to make data searchable and discoverable for users.
- To prepare and maintain specialized data collection and processing infrastructure to support specialized mission and user needs
- To develops and manages safeguards to protect data holdings according to law, regulation, and policy requirements
- To performs other duties as assigned by superior

### **Key Qualifications**

Bachelor degree of Advanced Diploma in one of the following disciplines: Data science, Computer Science, Computer Engineering, Actuarial Science, Mathematics, Data Mining

or equivalent qualifications from recognized Institution/University.

Salary Scale: TRAS 4:1

#### **6.0. POSITION: TAX MANAGEMENT OFFICER II (206 POSTS) – DOMESTIC REVENUE DEPARTMENT**

##### **Key Responsibilities will include**

- To assist in the preparation of action plans.
- To conduct face vetting of tax returns.
- To conduct desk audit on simple cases and assist in field audits.
- To conduct physical and compliance surveillance surveys.
- To prepare respective periodic management reports.
- To gather information for new taxpayers' registrations.
- To prepare tax positions for all taxpayers and arrears list and follow up payments.
- To conduct face vetting of application for tax exemptions, relief, refunds, motor vehicle and driver's license application.
- To process annual motor vehicle licenses renewal, transfers of ownership and issue the licenses.
- To conduct registration, Audit, Data Processing and Examination.
- To perform other duties as assigned by the supervisor

##### **Key Qualifications**

Bachelor Degree or Advanced Diploma in Taxation or Accountancy or Finance or Public Finance or Economics or Business Administration majoring in Finance or Accountancy, or equivalent qualifications from a recognized Institution/University.

Salary Scale: TRAS 4:1

#### **7.0. POSITION: CUSTOMS OFFICER II (41 POSTS) – CUSTOMS AND EXCISE DEPARTMENT**

##### **Key Responsibilities will include**

- To control imports, export and transit goods.
- To carry out documentary verification.
- To prepare enquiries and offence files.
- To assess and value goods.
- To release goods after payment of duties.

- To prepare various returns for Customs & Excise.
- To prepare Management reports (various).
- To conduct physical verification of goods.
- To perform anti- smuggling patrols.
- To perform other duties as assigned by the supervisor

### **Key Qualifications**

Bachelor Degree or Advanced Diploma in one of the following fields; Taxation, Customs, Accountancy, Finance, Public Finance, Economics, Business Administration, Law, or equivalent qualifications from a recognized Institution/University.

Salary Scale: TRAS 4:1

## **8.0. POSITION: TAX MANAGEMENT ASSISTANT II (65 POSTS) – DOMESTIC REVENUE DEPARTMENT**

### **Key Responsibilities will include**

- To process application for new taxpayers' registration and facilitate issuance of
- Taxpayer Identification Number (TIN).
- To manage return filing processes including identifying none and late filers.
- To manage tax assessments control records such as tax assessments levels,
- assessments in arrears and jeopardy cases.
- To prepare tax returns, assessments and revenue collection reports.
- To process non-account cases returns including withholding tax statements
- To trace missing taxpayers' files.
- To prepare tax clearance certificates, registration of Motor Vehicles, issuance of
- Motor Vehicle annual licenses, issuance and renewal of drivers' licenses.
- To manage objections and appeals controls such as Registers and Tax Stand over orders.
- To gather and file tax information.
- To assist in conducting physical and compliance surveillance surveys
- To prepare cases for enforcement activities.
- To perform other duties assigned by the supervisor.

### **Key Qualifications**

Diploma in Taxation or Customs or Accountancy or Business Administration or Law or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

## **9.0. POSITION: CUSTOMS ASSISTANT II (24 POSTS) – CUSTOMS AND EXCISE**

## **DEPARTMENT**

### **Key Responsibilities will include**

- To control imports, export and transit goods.
- To examine goods.
- To enter the Data into the Customs System.
- To maintain field records in the Customs system.
- To release goods when physical verification conforms.
- To keep records and maintain documents.
- To check transit documents and shipping orders for bond cancellations.
- To perform any other duties assigned by the supervisor

### **Key Qualifications**

Diploma in one of the following fields; Taxation, Customs, Accountancy, Business Administration, Law or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

## **10.0. POSITION: ASSISTANT LECTURER (01 POST) – HRA DEPARTMENT**

### **Key Responsibilities will include**

- To teach up to NTA level 8 (Degree).
- To prepare learning resources for lectures and tutorial exercises.
- To conduct tutorials and seminars for students.
- To participate in the design, delivery and evaluation of training programmes.
- To design and carry out research assignments.
- To conduct consultancy and provide community services.
- To supervise field work and projects of students.
- To participate in carrying out Training Needs Assessment.
- To perform other duties as assigned by the supervisor

### **Key Qualifications**

Master Degree in Taxation, Customs, Accountancy, Law, ICT, Finance, Economics, Public Finance, Business Administration, Mathematics, Statistics, Quantitative Techniques, Clearing and Forwarding, or equivalent qualifications from a recognized Institution/University with GPA of at least 3.8 at undergraduate studies and an average of at least Grade B at Master Degree level.

Salary Scale: TRAS 5:1

## **11.0. POSITION: ICT OFFICER II (COMPUTER SYSTEM ANALYSIS AND**

## **DEVELOPMENT) (64 POSTS) – ICT DEPARTMENT**

### **Key Responsibilities will include**

- To assists in capturing user Customer Requirement Specifications.
- To performs systems analysis and design.
- To implement software systems (Write and document code).
- To performs systems testing (Software validation & verification) and document test results.
- To performs system configurations.
- To assists in conducting user acceptance test.
- To participates in design review and provide input for user documentation.
- To liaises with user support staff in supporting end users.
- To maintains and support various business process applications.
- To establish solutions for the identified Authority's requirements covering design and development.
- To implement solution components progressively in accordance with detailed applications designs following enterprise architecture, documentation standards, quality assurance (QA) requirements and approval standards.
- To assist to procure solution components based on the acquisition plan in accordance with requirements and detailed applications designs, architecture principles and standards, and the Authority's overall procurement and contract procedures, QA requirements, and approval standards.
- To develop related reporting and analysis functionality for operational and historical data in ICT systems to enable production of reports and analysis for effective decision making.
- To implement the escalated service development related problems (2nd and/or 3rd level) and their root causes to provide timely resolution to prevent recurring incidents.
- To provide descriptions and relationships between service development related key resources and capabilities required to deliver ICT-enabled services.
- To perform any other duties assigned by the supervisor.

### **Key Qualifications**

Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Network Administration, Database Administration, or equivalent qualifications from recognized Institutions.

Salary Scale: TRAS 4:1

## **12.0. POSITION: LEGAL COUNSEL II (12 POSTS) – BSLs DEPARTMENT**

### **Key Responsibilities will include**



- To identify Court cases which are suitable for settlement out of judicial processes and recommend to the supervisor.
- To draft legal documents as may be assigned.
- To give legal opinions or advise on matters related to functions and operations of TRA.
- To propose amendment and give interpretation of laws administered by TRA.
- To handle administrative activities of the department as may be directed.
- To identify potential risks in relation to activities of the department and report to the supervisor.
- To prepare monthly, quarterly and annual performance reports.
- To perform other duties assigned by the supervisor

### **Key Qualifications**

Bachelor Degree in Law or equivalent qualifications from recognized Institutions who have successfully attended postgraduate training at Law School of Tanzania or one year internship.

Salary Scale: TRAS 4:1

## **13.0. POSITION: PROCUREMENT AND SUPPLIES OFFICER II (11 POSTS) – PROCUREMENT AND SUPPLIES DEPARTMENT**

### **Key Responsibilities will include**

- To identify stock item requirements for placement of orders.
- To seek approval to purchase the identified requirements.
- To prepare requests for quotations.
- To receive and analyse quotations and recommend awards of tenders.
- To prepare and draft contracts or LPOs to approved bidders.
- To make follow upon orders for timely delivery.
- To receive, inspect and issue goods to user departments.
- To receive, match and submit documents of goods delivered for payment.
- To assist in preparation for stock taking.
- To supervise cleanliness and arrangement for safe keeping.
- To participate in preparation of monthly, quarterly and annual reports.
- To perform other duties assigned by the supervisor.

### **Key Qualifications**

Bachelor Degree or Advanced Diploma in one of the following fields; Procurement and Supplies Management, Materials Management, Logistics Management, Business Administration (specialising in Procurement and Supplies) or equivalent qualifications from recognised institution.

Salary Scale: TRAS 4:1

#### **14.0. POSITION: HUMAN RESOURCE OFFICER II (03 POSTS) – HRA DEPARTMENT**

##### **Key Responsibilities will include**

- To attend to employee grievances.
- To interpret various regulations to staff.
- To handle pension and terminal benefits schemes.
- To coordinate staff performance appraisal process.
- To handle labour relation matters at work place.
- To draft letters, circulars and papers related to human resources matters.
- To initiate staff requirements for the department.
- To compile training plans and programs.
- To perform other duties assigned by the supervisor

##### **Key Qualifications**

Bachelor Degree in one of the following fields; Human Resources Management, Public Administration, Sociology, Business Administration (Human Resources Management) or equivalent qualification from recognised institution

Salary Scale: TRAS 4:1

#### **15.0. POSITION: TRANSPORT OFFICER II (02 POSTS) – HRA DEPARTMENT**

##### **Key Responsibilities will include**

- To coordinate transport services.
- To responsible for purchase/issuing of fuel and maintenance of vehicle.
- To promptly report on vehicles and motorcycles breakdown
- To supervise the cleaning, maintenance and repair of vehicles and motor vehicles.
- To control transport fleet
- To control and monitor activities of the drivers and fuel allocations.
- To coordinate and supervise transportation of workers during day and night shifts;
- To coordinate implementation of fuel and lubricant permits and control fuel usage.
- To monitor the filling in of logbooks and ensure compliance by drivers and motor cyclists.
- To prepare weekly and monthly transportation reports and present it to the supervisor.
- To perform any other duties as assigned by the supervisor

##### **Key Qualifications**

- Bachelor Degree in one of the following fields; Transport Management, Logistics Management or equivalent qualifications from a recognised institutions.

Salary Scale: TRAS 4:1

#### **16.0. POSITION: ESTATE OFFICER II (02 POSTS) – HRA DEPARTMENT**

##### **Key Responsibilities will include**

- To assist in preparation and implement preventive and corrective maintenance schedules
- To assist in preparation and update Estate Register and housing inventory.
- To assist in drafting and advice review of lease agreements.
- To certify and advise payment of rent to landlord.
- To initiate and coordinate the process of acquisition of title deeds for landed properties.
- To record and assist to evaluate request for residential houses to staff.
- To maintain and update the tenancy register for leased in and out premises.
- To perform other duties assigned by the supervisor

##### **Key Qualifications**

Bachelor Degree in one of the following fields; Property and Facilities Management, Civil Engineering, Quantity Survey, Building Economics, Architecture or equivalent qualifications from recognised institution.

Salary Scale: TRAS 4:1

#### **17.0. POSITION: LIBRARIAN II (01 POST) – HRA DEPARTMENT**

##### **Key Responsibilities will include**

- To handle matters pertaining to lending out and receipt of books and other reading materials in the library.
- To automate the library catalogue and circulation services.
- To carry out cataloguing and classification of books.
- To index of periodicals and journals.
- To re-shelf books left by readers on the study tables.
- To assist readers for searching information in the computer (through CD-ROM/ internet) and shelves
- To understudy senior members including attending lecturers and seminars.

- To carry out research/consultancy/community services assignments under close supervision.
- To perform other duties as assigned by the supervisor

**Key Qualifications**

Bachelor Degree or Advanced Diploma in Library, Information Studies, Documentation or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 4:1

**18.0. POSITION: ECONOMIST II (01 POST) – RPP DEPARTMENT**

**Key Responsibilities will include**

- To participate in design, management and execution of research projects.
- To undertake relevant evaluation of macroeconomic and revenue performance.
- To supply the data necessary for tax analysis and performance measuring against the government budget and related aspects.
- To maintain and update ordinary assignment files and working papers so they are readily available for future reference.
- To ensure that all research carried out by the team is fully incorporated in the legal and administrative aspect of taxation.
- To keep updated on local and international institutional arrangements and related areas and communicate them to colleagues.
- To prepare quarterly macroeconomic performance reports.
- To participate in preparation of responses on issues raised by parliament especially during the budget session.
- To perform other duties assigned by the supervisor

**Key Qualifications**

- Bachelor Degree in one of the following fields; Economics, Agricultural Economics, Economic Planning, or equivalent qualifications from recognised institutions/University.
- Knowledge in the application of various statistical and econometric softwares is an added advantage.

Salary Scale: TRAS 4:1

**19.0. POSITION: INFORMATION SYSTEMS AUDITOR II (01 POST) – INTERNAL AUDIT DEPARTMENT**

**Key Responsibilities will include**

- To assess and analyse risks pertinent to the organisations' Information Systems.
- To participate in drawing plans and programmes for Information Systems and audits.
- To evaluate the adequacy and effectiveness of the Information Systems controls.
- To conduct audit tests and procedures necessary to establish compliance with Information Systems operating practices and standards.
- To follow-up on the implementation of previous audit recommendations.
- To perform other duties assigned by the supervisor.

**Key Qualifications**

Bachelor Degree or Advanced Diploma in one of the following fields; Information Technology, Information Systems, Computer Science or equivalent qualifications from recognized Institutions. Possession of Certificate in Computer Assisted Audit Techniques (CAATS) is added advantage

Salary Scale: TRAS 4:1

**20.0. POSITION: TUTORIAL ASSISTANT II (12 POSTS) – HRA DEPARTMENT****Key Responsibilities will include**

- To teach up to NTA level 6 (Ordinary Diploma).
- To assist in conducting tutorials and practical exercises for students.
- To prepare learning resources for tutorial exercise.
- To assist in carrying out research/consultancy/community services assignments.
- To perform other duties assigned by the supervisor

**Key Qualifications**

Bachelor Degree or Advanced Diploma in Taxation, Customs, Accountancy, Law, ICT, Finance, Economics, Public Finance, Business Administration, Mathematics, Statistics, Quantitative Techniques, Clearing and Forwarding, Linguistics or equivalent qualifications from a recognized Institution/University with GPA of at least 3.8.

Salary Scale: TRAS 4:1

**21.0. POSITION: SKIPPER II (11 POSTS) – CUSTOMS AND EXCISE DEPARTMENT****Key Responsibilities will include**

- To ensure all navigation equipment work perfectly.
- To ensure safety of the boat and the personnel is maintained at all times
- To arrange with navy/TPDF to get armed soldiers.

- To communicate with port authorities for the permission to proceed to sea.
- To act as a link between boat matters and management.
- To maintain deck log book and voyage reports.

### **Key Qualifications**

- Form IV Certificate plus Certificate of Competency (COC) Class 3 and Mandatory Certificates i.e. medical care or advanced fire-fighting or survival at sea or PSSR or GMDSS.
- Relevant training in Customs procedures will be added advantage

Salary Scale: TRAS 3:1

## **22.0. POSITION: ICT TECHNICIAN II (6 POSTS) – ICT DEPARTMENT**

### **Key Responsibilities will include**

#### **Hardware**

- To install PCs, EFD and peripherals
- To assist in the repair and maintenance of computers and audio-visual equipment;
- To ensure that computers in computer laboratories and offices are in good working condition
- To provide assistance to computer end users
- To carry out specified routine technical tasks.
- To provide technical support for PCs, EFD and related peripheral equipment
- To assist in testing new or modified equipment and systems.
- To document and communicate problems, solutions, and the implementation process to supervisor

#### **Software**

- To store copies of software and documentations of computer systems
- To assist ICT Officers in finding source documents and solutions for identified problems
- To maintain operations, system development and/or programming documentation manual libraries.
- To perform archiving of official documents
- To perform simple coding of raw data on source documents by applying established, clearly defined codes;
- To key data from source documents; verify keyed data; upload data to computer server.
- To review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures
- To assist programmers in testing new or revised application programs.

- To validate (check, verify dates and times, etc.) input to and output from information systems.
- To advise programmers in problems related to data entry
- To maintain data processing systems, tape library and disk storage.
- To monitor console for errors; observe elements of operation for evidence of incorrect operation.
- To separate and sort output for distribution; set up input job streams and submit jobs; schedule submission of work to the system.
- To perform any other duties as may be assigned by Supervisor.

**Key Qualifications**

Holder of Ordinary Diploma in Computer Science, Information Technology, Information Systems or equivalent qualifications from a recognized Institution

Salary Scale: TRAS 3:1

**23.0. POSITION: RECORDS MANAGEMENT ASSISTANT II (6 POSTS) – HRA DEPARTMENT**

**Key Responsibilities will include**

- To register incoming and outgoing mails.
- To control movement of files.
- To file the letters and other documents received.
- To ensure timely circulation of documents to designated officers for necessary action.
- To bring up the files to the respective staff for action and retrieve the files from the staff for filing of incoming mail.
- To take stock of the files kept by staff.
- To open and close files.
- To assist in supervision of out sourced services.
- To account for the stamps used for postage of letters.
- To perform other duties assigned by the supervisor

**Key Qualifications**

Diploma in Records Management/Archives or equivalent qualifications from recognised institution

Salary Scale: TRAS 3:1

**24.0. POSITION: TECHNICIAN II (CIVIL) (06 POSTS) – HRA DEPARTMENT**

**Key Responsibilities will include**

- To assist in supervision for repair and maintenance of motor vehicle, machines,

- equipment and furniture.
- To assist in coordination of insurance matters, cleaning, services, motor vehicle maintenance done by sub-contractors and security systems.
- To assist the supervision of services provided by internal and external service providers.
- To maintain high customer service.
- To performs other duties assigned by the supervisor

**Key Qualifications**

Full Technician Certificate (FTC) or Diploma in Civil/Electrical/ Plumbing or equivalent qualifications from recognised institution

Salary Scale: TRAS 3:1

**25.0. POSITION: TECHNICIAN II (ELECTRICAL) (2 POSTS) – HRA DEPARTMENT**

**Key Responsibilities will include**

- To assist in supervision for repair and maintenance of motor vehicle, machines, equipment and furniture.
- To assist in coordination of insurance matters, cleaning, services, motor vehicle maintenance done by sub-contractors and security systems.
- To assist the supervision of services provided by internal and external service providers.
- To maintain high customer service.
- To performs other duties assigned by the supervisor

**Key Qualifications**

Full Technician Certificate (FTC) or Diploma in Civil/Electrical/ Plumbing or equivalent qualifications from recognised institution

Salary Scale: TRAS 3:1

**26.0. POSITION: TECHNICIAN II (PLUMBER) (02 POSTS) – HRA DEPARTMENT**

**Key Responsibilities will include**

- To assist in supervision for repair and maintenance of motor vehicle, machines, equipment and furniture.
- To assist in coordination of insurance matters, cleaning, services, motor vehicle maintenance done by sub-contractors and security systems.



- To assist the supervision of services provided by internal and external service providers.
- To maintain high customer service.
- To performs other duties assigned by the supervisor

**Key Qualifications**

Full Technician Certificate (FTC) or Diploma in Civil/Electrical/ Plumbing or equivalent qualifications from recognised institution

Salary Scale: TRAS 3:1

**27.0. POSITION: BOAT TECHNICIAN II (05 POSTS) – CUSTOMS AND EXCISE DEPARTMENT**

**Key Responsibilities will include**

- To check and maintain boat electrical and mechanical machineries to make sure they are in good working order and report any deficiency.
- To check the state of bunkers (fuel, water) and lubricants are at operational level and recorded accordingly.
- To ensure availability of consumable spares on boat.
- To assist the boat captain during mooring and unmooring of the boat.
- To conduct planning of the service and maintenance schedule (including dry docking of the boat) and machineries and participate in the repair process.
- To ensure safety of the equipment, machineries and personnel is maintained at all times.
- To maintain engine log book.
- To perform other duties assigned by the supervisor

**Key Qualifications**

Form IV Certificate plus Certificate of Competency (COC) Class 1+2+3. Possession of Mandatory Certificate i.e. medical care or advanced fire- fighting or survival at sea or PSSR or GMDSS or its equivalent. Training in customs procedures will be added advantage.

Salary Scale: TRAS 2:1

**28.0. POSITION: RATING II (01 POST) – CUSTOMS AND EXCISE DEPARTMENT**

**Key Responsibilities will include**

- To assist the boat captain on steering the boat.

- To assist the engineer to carry out the services and repairs.
- To assist the mooring and unmooring the boat.
- To maintain day to day cleanliness of the boat hull, engine and boat machineries.
- To carry out paint touch-ups on corroded parts.
- To perform dock duties as assigned by captain or engineer while on dock.
- To ensure availability of cleaning materials and provisions on the boat

### **Key Qualifications**

Form IV Certificate plus possession of the Mandatory Certificates i.e. Survival at Sea or First Aid or Firefighting or EDH or rating certificate or relevant courses in swimming or deep sea diving and customs issues.

Salary Scale: TRAS 3:1

## **29.0. POSITION: ACCOUNTS OFFICER II (01 POST) – FINANCE DEPARTMENT**

### **Key Responsibilities will include**

- To prepare weekly/monthly revenue collection, transfers, revenue float and tax exemption reports.
- To capture invoices, payment vouchers and credit memos in the expenditure accounting system.
- To prepare salary journal vouchers, deduction schedules, print salary slips and distribute to regions and departments.
- To prepare monthly expenditure reports and supporting schedules.
- To prepare budget and physical performance report for the Finance Unit on quarterly basis.
- To participate in quarterly stock taking exercise.
- To ensure that all over-the-counter receipts are banked intact and promptly.
- To ensure timely filling of performance report as per QMS requirement.
- To perform any other duties assigned by the supervisor

### **Key Qualifications**

Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions. Ability to use different Accounting packages/software is an added advantage.

Salary Scale: TRAS 4:1

### **30.0. POSITION: SECURITY SYSTEM OPERATOR II (02 POSTS) – INTERNAL AFFAIRS DEPARTMENT**

#### **Key Responsibilities will include**

- To conduct programming and activation of the Access cards.
- To monitor CCTV and surveillance systems.
- To oversee functioning of CCTV, Access Control and Alarm system.
- To record and report CCTV events.
- To attend to complaints related to Access Control and CCTV.
- To supervise security system maintenance.
- To monitor intrusion in restricted areas.
- To report technical faults arising.
- To perform any other duties assigned by the supervisor

#### **Key Qualifications**

Diploma in one of the following fields; Information and Communications Technology, Computer Science, Electrical Engineering, Electronics Engineering or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

### **31.0. POSITION: PERSONAL SECRETARY II (12 POSTS) – HRA DEPARTMENT**

#### **Key Responsibilities will include**

- To receive, interview and direct visitors accordingly.
- To prepare letters and various documents.
- To handle confidential and sensitive information.
- To ensure that working tools are in good order and the working environment is well maintained.
- To receive and make telephone calls.
- To maintain a register detailing records for incoming and outgoing mails and files.
- To communicate information by typing, sending and receiving emails/faxes.
- To keep diaries of events and make appointments for and on behalf of the designated officer.
- To organize and follow upon travel and related logistics for meetings, field visits, and any other programmes.
- To process, file, sort and retrieve information.
- To perform other duties assigned by the supervisor

**Key Qualifications**

- Diploma in Secretarial Studies/Computer Studies or equivalent qualifications from recognised institution who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute
- Computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

Salary Scale: TRAS 3:1

**32.0. POSITION: DRIVER II (4 POSTS) – HRA DEPARTMENT****Key Responsibilities will include**

- To drive motor vehicles in accordance with road traffic rules and regulations.
- To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation.
- To ensure that a motor vehicle and its equipment's (jack, spanner, space tyre etc) are available and are in good condition.
- To carry out minor/routine maintenances of vehicles.
- To maintain the car logbook by recording all trips and fuel consumption.
- To prepare fuel, oil and car log book returns for the vehicle.
- To ensure that motor vehicle doors and windows are properly locked and safe all the time.
- To maintain the vehicle and report to the supervisor any vehicle defects that which need repairs.
- To assist in collecting and dispatching mails.
- To ensure cleanness of motor at all time.
- To report any accident immediately to Supervisor or Traffic Police.
- To perform other duties assigned by the supervisor.

**Key Qualifications**

- Form IV Certificate who have attended Basic Driving Course offered by VETA or any recognized Institution and has Class "C1 or E" Driving License.
- The candidate must have driving experience of at least one (1) year without causing an accident.

Salary Scale: TRAS 1:1

**33.0. POSITION: OFFICE ASSISTANT II (14 POSTS) – HRA DEPARTMENT**

**Key Responsibilities will include**

- To distribute documents to respective offices.
- To collect and forward mail to Post Office.
- To move files to and from registries.
- To open office doors in the morning and close the same in the evening.
- To carry out photocopying and binding of documents.
- To assist in organizing for pre-meeting arrangements when needed.
- To distribute mails internally to respective offices & staff.
- To duplicate documents, such as circulars and other publications.
- To circulate files and documents internally to respective staff.
- To prepare and serve tea and refreshments to staff and during meetings and workshops.
- To perform other duties assigned by the supervisor.

**Key Qualifications**

- National Form IV Certificate with passes in English and Kiswahili.
- The candidate should have attended training course in Office Assistance or Cleaning or Office Management or equivalent conducted by VETA or any other recognized training institution.

Salary Scale: TRAS 1:1

### 34.0. GENERAL INFORMATION/REQUIREMENT

1. Applicants **MUST** be ready to work anywhere in the United Republic of Tanzania.
2. All applicants must be citizens of Tanzania with an age of not above 45 years of age except for those who are in Public Service.
3. Applicants must attach up to date Curriculum Vitae (CV) having reliable contacts, postal address/post code, emails and telephone numbers.
4. Applicants should apply on the strength of the information given in this advertisement.
5. Applicants must attach their certified copies of the certificates.
  - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - c) Form IV and Form VI National Examination Certificates.
  - d) Computer Certificates.
  - e) Professional Certificates from relevant authorities.
  - f) One recent passport size picture.
  - g) Birth Certificate.
6. Attaching copies of the following certificates is strictly not accepted.
  - **Form IV and form VI results slip**
  - **Testimonials and all Partial transcript**
7. Presentation of forged certificates and other information will necessitate to legal action.
8. Applicants employed in the public service should route their application letters through their respective employers.
9. An Applicant who is retired from the Public Service for whatever reason should not apply.
10. An Applicant should indicate three reputable referees with their reliable contacts.
11. An applicants with special needs/case (disability) is supposed/advised to indicate.
12. Certificates from foreign examination bodies for ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
13. Professional certificates from foreign Universities and other training institution should be verified by The Tanzania Commission for Universities (TCU).
14. A signed Application letter should be written either English or Swahili and addressed to Commissioner General, **P.O. Box 11491, Mchafukoge - Dar Es Salaam**
15. Deadline for application is 9th June, 2023.
16. Only short listed candidates will be informed on a date for interview.

**NOTE: All application must be sent through Recruitment portal by using following address [https://recruitment.tra.go.tz/tra\\_careers/Career.aspx](https://recruitment.tra.go.tz/tra_careers/Career.aspx) and not otherwise.**

### **35.0. APPLICATION DEADLINE**

The application should be submitted online by **9<sup>th</sup> June, 2023**. Applicants who will not be contacted should regard themselves unsuccessful.

### **36.0. MODE OF APPLICATION**

*Click ‘**Vacancies**’ link to select the position then “**click here to apply online**”. All applicants are required to properly fill in the application form provided in the system. Please be informed that shortlisting has been automated through the Human Resources Information System (Aruti). Therefore, a failure to fill in all the fields properly may lead to disqualification.*

For assistance on how to fill in the Job Application Form please make use of on line “HELP” available under the Application Form or dial TRA Call Centre Tel: **0800 750075**, **0800 780078** and **0800 110016** from **0800** to **1700 Hours Monday to Friday**. These are Toll free numbers.

Released by:

**COMMISSIONER GENERAL  
TANZANIA REVENUE AUTHORITY**