

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/112**

**20<sup>th</sup> June, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of Ministry of Investment, Industry and Trade (MIT) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill one **(1)** vacant post in Tanzania Investment Centre (TIC) mentioned below;

**1.0 TANZANIA INVESTMENT CENTRE (TIC)**

Tanzania Investment Centre (TIC) is the primary Agency of the Government under the Ministry of Investment, Industry and Trade which is mandated to coordinate, encourage, promote and facilitate investment in Tanzania and to advise the Government on investment policy and related matters.

**1.0.1 POSITION: EXECUTIVE DIRECTOR**

**1.0.2 REPORTS TO: BOARD OF DIRECTORS**

**1.0.3 SUPERVISES: HEADS OF DEPARTMENTS AND UNITS**

**1.0.4 DUTIES AND RESPONSIBILITIES**

- i. To provide pro-active leadership to the Centre's Directors through approved TIC Investment Facilitation and Promotion Policies, Regulations and Guidelines;
- ii. To monitor the Centre's Performance periodically and provides guidance, direction and advocacy in order to achieve set goals and objectives;
- iii. To approve concise strategic and operational plans that market the Centre to the Investor's Government, and Management teams;
- iv. To liaise with other relevant bodies with the purpose of providing strategic advice on the development of the country as a whole;

- v. To oversee coaching and harmonization of the facilitation and Investment Promotion Policies and Practices with a view to competitively place TIC in a first and World Class Investment Promotion Agency within Africa;
- vi. To serve as Accounting Officer of the Centre and negotiates for adequate sources of funding from local and international sources to sustain the Centre's operations;
- vii. To monitor Centre's Performance in investment promotion through various directorates' reports, interviews, discussion and queries;
- viii. To report quarterly and annual action plans, budgets and operational needs to the Centre's Board;
- ix. To maintain conducive work environment by advocating compliance to rules and regulations;
- x. To maintain proper communication and relationship with relevant stakeholders through forums, exhibitions, media with a view towards creating, attracting and maintaining investment promotion awareness of the Centre hence enhancing corporate image;
- xi. To direct and oversee the coordination, Planning and preparation of Budget for the Centre
- xii. To plan, directs, organizes, monitors and controls all matters related to procurement in the Centre;
- xiii. To maintain requisite skills by appointing, training, promoting, transferring, demoting, and dismissing staff through recommendation of such to the Centre Board; and
- xiv. To act as a Secretary of the TIC Board.

### **1.0.5 QUALIFICATIONS AND EXPERIENCE**

Master's Degree in one of the following fields; Economics, Finance, Accounts, Business Administration majoring in Finance or Accounts, Marketing, Law, or equivalent qualifications from recognized Institutions with working experience of twelve (12) years of which three (3) years must be in Managerial Position. PhD in a relevant field will be an added advantage. Candidate with Accounts profession must have CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.

### **1.0.6 SALARY SCALE: TICS 13**

## 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 letter should be written either in Swahili or English and Addressed 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 **3<sup>rd</sup> July, 2022**;
- xv. Only short-listed 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*