

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

27th MARCH, 2022

VACANCY ANNOUNCEMENT —CONTRACT EMPLOYMENT

1.0 MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

The Government of the United Republic of Tanzania through the Ministry of Education, Science and Technology implements various programs with a goal to improve and achieve Universal Education Coverage and reaching SDG targets towards attaining a better and more sustainable future for all. Among other programs, the Ministry currently implements Literacy and Numeracy Education Support Programme II (GPE LANES II), thus for effective implementation and aligning to programme requirements the Ministry invites qualified Tanzanians to fill two (2) vacant posts as follows:-

1.1. PROCUREMENT SPECIALIST (1 POST)

1.1.2 DUTY STATION: DODOMA

1.1.3 SALARY SCALE: According to Programme Scale

1.1.4 REPORTING RELATION:

a. Appointing Authority: Permanent Secretary
Ministry of Education, Science and Technology:

Reports to: Director of Policy and Planning.

b. Terms of engagement: One (1) year contract,
renewable upon satisfactory performance.

1.1.5 DUTIES AND RESPONSIBILITIES

- i. Provide high level technical guidance on matters pertaining to the Procurement and disposal of goods and services and logistics management across implemented GPE LINES II Programme;
- ii. Maintain a list of all awarded contracts through the implemented Programme as per the requirement of PPA 2011 and PFA2001;
- iii. Develop a Comprehensive and Efficient Monitoring and Evaluation Program to measure compliance of procurement process and procedures carried out under implemented program and as per Public Procurement Act and its regulations;
- iv. Develop an annual procurement Plan for the implemented Programme;
- v. Conduct reviews for all procurements done through the Implemented programme prior to award of contracts to prospective bidders;
- vi. Procure, maintain and manage supplies, materials and services to support the logistical requirements of the implemented programme;
- vii. Prepare, maintain and update inventory for distribution of office supplies and materials procured under the GPE LINES II Programme;

- viii. Incorporate best practices and standards on market research into procurement practices done under the implemented programme;
- ix. Prepare monthly, quarterly, and annual procurement performance implementation report for the implemented programme;
- x. Provide procurement research, guidance, and direction by presenting available procurement options;
- xi. Prepare a mechanism to audit all invoices for compliance with contracts terms and supervises contract closeout; and
- xii. Advise on specifications/standards and statement of requirements for goods and services to be procured through the implemented programs by the Ministry and monitor adherence to them to ensure value for money.
- xiii. Ensure the compliance of tender Regulations and Procurement procedures with Procurement Act of 2011.
- xiv. Identify and advice on alternative ways of minimizing costs related to procurement and storage of goods.

1.1.6 QUALIFICATION AND EXPERIENCE

Holders of bachelor's Degree in Procurement and Supplies Management, Logistics Management, Materials Management plus CPSP (T) or equivalent examinations and registered by PSPTB and has a working experience in Government or Donor Funded Programmes.

1.1.7 OTHER COMPETENCIES AND SKILLS REQUIRED

- i. Leadership and management skills;
- ii. Data collection and survey development skills in social Science research;

- iii. Excellence in responsibility;
- iv. Diligent and honest;
- v. Strong data analysis skills and interpersonal skills;
- vi. Result oriented, self-motivated and goal driven;
- vii. Flexible, approachable, adaptable and creative;
- viii. Be a computer literate;
- ix. Ability to work in team; and
- x. Experience of working with Donor Funded Projects including World Bank Projects

1.2 PROGRAMME ASSISTANT (1 POST)

1.2.1 DUTY STATION: DODOMA

1.2.2 SALARY SCALE: According to Programme Scale

1.2.3 REPORTING RELATION:

a. Appointing Authority: Permanent Secretary
Ministry of Education, Science and Technology:

Reports to: Director of Policy and Planning.

b. Terms of engagement: One (1) year contract, renewable upon satisfactory performance.

1.2.4 DUTIES AND RESPONSIBILITIES

- i. To carry out administrative tasks as require to facilitate an efficie working environment for GPE LANES II implemented Programme.
- ii. To act as the primary contact for the procedures and policies c implemented programme.
- iii. To correspond with upper management regarding on goals an objectives of implemented programme.
- iv. To act as a liaison between different departments implementin programme.

- v. To assist in planning and overseeing significant events occurring implementation of the programme.
- vi. To assist in managing the budget for special and routine even conducted in implemented programme.
- vii. To attend and take minutes in staff meetings concerning the programme;
- viii. To process payments for vendors and suppliers of programm materials.
- ix. To manage the calendar of program manager in managing the implemented programme.
- x. To prepare documentation for funds and grants of implemented programme.
- xi. To perform additional tasks as may be required by tl management.

1.2.5 QUALIFICATION AND EXPERIENCE

Holders of Bachelor's Degree in Public Administration, Public Policy, Political Science and Public Administration, Project Finance Management, and Finance Management, or equivalent qualification from a recognized Institution or Fellow category with a working experience in education sector, or Donor Funded Projects or Programmes.

1.2.6 OTHER COMPETENCIES AND SKILLS REQUIRED

- i. Report writing and proofreading skills;
- ii. Excellent interpersonal skills;
- iii. Leadership and management skills;
- iv. Ability to plan and organise;
- v. Data collection and survey development skills in social scien research;
- vi. Excellence in responsibility;
- vii. Diligent and honest;

- viii. Result oriented, self-motivated and goal driven;
- ix. Flexible, approachable, adaptable and creative;
- x. Be a computer literate;
- xi. Ability to work in team; and
- xii. Experience of working with Government and Donor Funded Programmes including World Bank Programmes.

1.3 GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years;
- ii. Applicant must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, email and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. All posts are in contract terms of one-year renewable depending on availability of funds and good performance;
- v. Applicants must attach copies of the following certificate: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificate;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts
 - Form IV and Form VI National Examination Certificate;
 - 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. Two copies of Passport Size Photo;
- viii. An applicant employed in the Public Service should route his/her application letter through his respective employer;
- ix. An applicant who is retired from the Public Services for whatever

- reason should not apply;
- ix. An applicant should indicate three reputable referees with the 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 application 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 the Ministry of Education, Science and Technology P.O. Box 10 Mtumba, Afya Street, Dodoma;
 - xiv. Deadline for application is 23th April, 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 appropriate legal action.

PERMANENT SECRETARY

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY