TANZANIA PORTS AUTHORITY

EMPLOYMENT OPPORTUNITIES

I   BACKGROUND

Tanzania Ports Authority (TPA) was established under the Ports Act No. 17 of 2004. The Authority is vested with the obligation and responsibility of developing, managing and promoting the maritime sector in Tanzania mainland.

The major role of TPA is to enhance the advantages of the geographical position of Tanzania's maritime resources by fulfilling the following:

1. Promoting effective management and operations of sea and inland waterways ports.
2. Provision of services in relation to loading and unloading of cargo and passenger services at all ports.
3. Developing, promoting and managing port infrastructure and superstructure.
4. Maintaining port safety and security.
5. Entering into contractual obligations with other legal entities for provision of port service.

TPA's vision is to lead the regional maritime trade and logistics services to excellence and its vision is to develop and manage ports that provide world class maritime services and promote excelling logistics services in eastern, central and southern Africa. Currently, TPA is undertaking substantial improvement measures to turn around its performance and maintain competitiveness within the region. As part of on-going improvements a number of job opportunities needs to be filled based on Government General Condition of Service.

These positions are exciting opportunities for highly motivated, entrepreneurial-minded and result-driven individuals. Such candidates should have the ability to priorities activities and exercise good judgment plus the ability to make economic and efficient decisions. They should also be prepared to handle multiple tasks and work in a constrained environment. Furthermore, prospective applicants should have high personal integrity and be able to work independently at any TPA stations in Tanzania.

The available positions together with their specific requirements are as follows:

II GENERAL CONDITIONS

1. All applicants must be Citizens of Tanzania and not above 45 years old. However, applicants should also observe the age limit for each position where indicated.
2. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers.
3. Applicants should apply on the strength of the information given in this advertisement.
4. Applicants must attach their detailed relevant certified copies of academic certificates:
   - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
   - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
   - Form IV and Form VI National Examination Certificates.
   - National Service (JKT) certificate as will be determined relevant.
   - Computer Literacy
   - Professional certificates from respective Boards
   - One recent passport size picture and birth certificate.
5. FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED
6. Testimonials, Partial transcripts and results slips will not be accepted.
7. Presentation of forged academic certificates and other information in the CV will attract sanctioning of legal action.
8. Applicants currently employed in the public service should route their applications through their respective employers.
9. Applicants for entry levels currently employed in the Public Service should adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30th November, 2010.
10. Applicants who have/were retired or terminated from the Public Service for whatever reason should not apply.
11. Applicants should indicate three reputable referees with their reliable contacts.
12. Certificates from foreign examination bodies for ordinary or advanced level education should be certified by The National Examination Council of Tanzania (NECTA)
13. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU).
14. Deadline for application is 24th March 2017.

15. Applicants with special needs/case (disability) are supposed to indicate clearly.
16. Women are highly encouraged to apply.
17. In case where applicants have similar qualifications, an applicant who holds a National Service (JKT) certificate will be highly considered.
18. Only shortlisted candidates will be informed on a date for interview.
19. Application letters should be written in Swahili or English.
20. All applications must be sent through Recruitment Portal by using the following address:
    http://portal.ajira.go.tz/
    (This address can also be found at Public Service Recruitment Secretariat (PSRS) website, Click 'Recruitment Portal')

NOTE: APPLICATION LETTER MUST BE ATTACHED DURING APPLICATION SUBMISSION.
APPLICATION LETTER SHOULD BE DIRECTED TO THE FOLLOWING ADDRESS: THE DIRECTOR GENERAL,
TANZANIA PORTS AUTHORITY
P. O. BOX 9184
DAR ES SALAAM

III   DIRECTOR OF LEGAL SERVICES – 1 POST

Salary Grade: **TPSS 2**
Station: **TPA Headquarters**

1) Job Purpose
To provide Head and leadership as well as general management of the Directorate of Legal Services and ensure company's legal affairs are well managed and safeguarded.

2) Organizational Relationship
Appointed by: The Board of Directors
Reports to: Director General

3) Key Roles and Responsibilities

  i.   Provides legal advice to the TPA Management.
  ii. Liaises with the Attorney General (AG) office on all pertaining legal matters.
  iii. Liaises with the High Court and courts subordinate, other institutions, Government Ministries and Departments on legal

matters and cases pertaining to TPA as a complainant or defendant.

iv. Responds to public legal inquires about TPA operations.

v. Advises and witnesses contracts, concessions and agreements involving TPA and other parties.

vi. Reviews and develops the company legal, procedures and recommends areas of improvement

vii. Conducts vetting and ensures safe custody of legal documents e.g. contracts, title deeds and official seal.

viii. Reviews legal reports and opinion on matters involving TPA claims for presentation to management

ix. Supervises day to day implementation of duties under the Department;

x. Supervises and appraises staff and identify their development and training needs;

xi. Performs any other duty as may be assigned from time to time

4) Personal Specifications, Qualifications and Experience

i. A holder of LLM plus LLB. Knowledge in Maritime Laws and arbitral Disputes Resolution will be an added advantage.

ii. Be registered as an advocate of the High Court plus a minimum of 5 years post-graduation working experience in a reputable organization with 3 years in Senior Management in the relevant field.

iii. Must be computer Literate and Fluent in both English and Swahili.

iv. Age limit – below 45 years.

IV VARIOUS POSITIONS WITHIN ICT SERVICE DIRECTORATE

An improvement of ICT Services delivery has been identified as a key enabler to help TPA achieve its long-term goals. The ICT Services directorate has been revamped and TPA intends to recruit dynamic, committed and qualified individuals to fill 29 positions.

IV 1. ICT Officer – Business/System Analyst – 2 Posts
A. Job Purpose

Responsible for requirements gathering and designing applications based technical solutions to solve business problems, which includes defining, analysing and documenting software and system requirements. The primary objective is to help business units implement technology solutions in a cost-effective way by determining

the requirements of software projects, and communicating them clearly to stakeholders, facilitators and partners.

Reports to: ICT Enterprise Systems Manager

B. Duties and Responsibilities
   i. Gather user requirements and document business processes to analyse data and system requirements for software application systems.
   ii. Interpret process flows and translate it into system configuration and customization requirements of software application systems.
   iii. Document Functional Specifications and Technical Specifications document for system enhancements in software applications.
   iv. Maintain process documentation for software applications processes and tasks.
   v. Design enterprise web-based and server-based software applications architecture.
   vi. Utilize automated testing frameworks to perform unit testing and system integration testing of the software applications.
   vii. Perform incident tests after successful resolution; safeguard operational stability by continuous testing.
   viii. Analyse incoming software application incidents and support the structured resolution within defined time frames.
   ix. Independent handling of work products and managing his/her deliverables.
   x. Execute other assignments as you may be assigned from time to time by your superiors.

C. Qualifications
   i. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a reputable academic institution.
   ii. Possession of a relevant recognized ICT professional certification will be an added advantage.
   iii. Practical knowledge and skills relevant to the position will be added advantage with at least two (2) years working experience in the relevant field.
   iv. Age limit – below 40 years.

D. Remuneration
Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

IV 2. ICT Officer – Web Applications Developer – 2 Posts

A. Job Purpose

Responsible for design and developing Web and Mobile based applications technical solutions to solve business problems, which includes coding, software deployment, initial testing and maintenance of software application systems. The primary objective is to help businesses be more efficient by developing technology solutions in a cost-effective way by determining the software requirements of projects, and communicating them clearly to partners.

Reports to: ICT Enterprise Systems Manager

B. Key Duties and Responsibilities

i. Full lifecycle software application development
ii. Designing, coding and debugging web and mobile based applications in various software languages (e.g. Java, JavaScript, PHP, .NET, DHTML, HTML5, Python, CSS3, jQueryMobile, SAPUI5).
iii. Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis
iv. Object Oriented Design and Analysis (OOA and OOD)
v. Software modelling and simulation
vi. Front end graphical user interface design
vii. Software testing and quality assurance
viii. Performance tuning, improvement, balancing, usability, automation.
ix. Support, maintain and document software functionality
x. Integrate software with existing systems
xi. Evaluate and identify new technologies for implementation
xii. Maintain standards compliance
xiii. Working closely with analysts, designers and staff
xiv. Producing detailed technical specifications and writing the programming codes
xv. Production Support system maintenance
xvi. Independent handling of work products and managing his/her deliverables
xvii. Execute other assignments as you may be assigned from time to time by your superiors

C. Qualifications

i. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a reputable academic institution.
ii. Possession of a relevant recognized ICT professional certification

will be an added advantage.

iii. Practical knowledge and skills relevant to the position will be added advantage with at least two (2) years working experience in the relevant field.

iv. Age limit – below 40 years.

D. Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

IV 3. ICT Officer – Application Programmer – 12 Posts

A. Job Purpose

Responsible for design and developing software applications based technical solutions to solve business problems, which includes coding, software deployment, initial testing and maintenance of software application systems. The primary objective is to help businesses be more efficient by developing technology solutions in a cost-effective way by determining the software requirements of projects, and communicating them clearly to partners.

Reports to: ICT Enterprise Systems Manager

B. Duties and Responsibilities

i. Full lifecycle software application development

ii. Designing, coding and debugging software applications in various software languages (e.g. C, C++, Java, .NET, Python, ABAP)

iii. Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis

iv. Object Oriented Design and Analysis (OOA and OOD)

v. Software modelling and simulation

vi. Front end graphical user interface design

vii. Software testing and quality assurance

viii. Performance tuning, improvement, balancing, usability, automation.

ix. Support, maintain and document software functionality

x. Integrate software with existing systems

xi. Evaluate and identify new technologies for implementation

xii. Maintain standards compliance

xiii. Working closely with analysts, designers and staff

xiv. Producing detailed technical specifications and writing the programming codes

xv. Production Support system maintenance

xvi. Independent handling of work products and managing his/her deliverables

xvii. Execute other assignments as you may be assigned from time to time by your superiors

C. Qualifications

i. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a reputable academic institution.

ii. Possession of a relevant recognized ICT professional certification will be an added advantage.

iii. Practical knowledge and skills relevant to the position will be added advantage with at least two (2) years working experience in the relevant field.

iv. Age limit – below 40 years.

D. Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

IV 4.   ICT Officer – Network Engineer – 6 Posts

A. Job Purpose

The primary responsibility of the Network Engineer is to maintain all network systems and work closely with the ICT Infrastructure Manager to support critical network and security projects.

Reports to: ICT Infrastructure Manager

B. Duties and Responsibilities

i. Configure, implement and maintain WAN and LAN infrastructure at TPA to ensure network connectivity throughout the Authority's network infrastructure

ii. Configure and maintain switches, routers, network security, firewalls, VPN and VOIP

iii. Monitor network traffic and VPN connections

iv. Vulnerability assessment of networks

v. Analyse firewall logs and router log files

vi. Information Security risk assessment

vii. Providing appropriate infrastructure technology solution to support TPA Operations

viii. Manage systematic documentation, evaluation and monitoring of TPA Network

ix. Assist with ICT infrastructure projects at TPA

x. Ensure that the network infrastructure diagrams and related

documentation are properly maintained.

xi. Troubleshoot and maintain network service devices, Wireless Devices, telecommunication equipment, LAN/WAN, and network security hardware and software

xii. Ensure high-availability of network services.

xiii. Support disaster recovery operations related to network infrastructure.

xiv. Execute other assignments as you may be assigned from time to time by your superiors

C. Qualifications

i. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a reputable academic institution.

ii. Possession of a relevant recognized ICT professional certification will be an added advantage.

iii. Practical knowledge and skills relevant to the position will be added advantage with at least two (2) years working experience in the relevant field.

iv. Age limit – below 40 years.

D. Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

IV 5.   ICT Officer – Database Administrator – 3 Posts

A. Job Purpose

To provide operational database technical services to support the application development, database production support and various requirements for distributed technical support to ensure applications are running smoothly within TPA.

Reports to: ICT Enterprise Systems Manager

B. Duties and Responsibilities

i. Installation, upgrade, and maintenance of software applications database (e.g. MS SQL, MySQL, Oracle, SAP HANA)

ii. Maintenance, administration, monitoring, problem management, and production for databases implemented at TPA.

iii. Daily maintenance including monitoring and database maintenance tasks

iv. Performing and testing Database backup and recovery

v. Perform and test Disaster Recovery of database systems

vi.   Apply patches and upgrade database versions
vii. Install and Build database structures
viii. Develop and maintain shell scripts
ix.   Query and performance tuning of databases
x.   Develop and maintain documentation for databases at TPA
xi.   Review database design and make recommendations regarding improvements
xii. Maintain database security and integrity controls
xiii. Develop stored procedures and/or triggers
xiv. Execute other assignments as you may be assigned from time to time by your superiors

C. Qualifications

i.   Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a reputable academic institution.
ii. Possession of a relevant recognized ICT professional certification will be an added advantage.
iii. Practical knowledge and skills relevant to the position will be added advantage with at least two (2) years working experience in the relevant field.
iv. Age limit – below 40 years.

D. Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

IV 6.   ICT Officer – Systems Administrator – 4 Posts

A. Job Purpose

The primary responsibility is effective provisioning, installation, configuration, operation, upgrades and maintenance of server systems hardware, software and infrastructure. This individual ensures that system hardware, server operating systems, software systems, infrastructure and related procedures adhere to TPA's values.

Reports to: ICT Infrastructure Manager

B. Duties and Responsibilities

i.   Provision, install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure on MS Windows, Linux and Unix Server platforms.
ii. Provide appropriate infrastructure technology solution to support TPA Operations.
iii. Prepare systematic documentation for monitoring of TPA Data

Centre Infrastructure

iv. Responsible for System Administration of server virtualization and server infrastructure.

v. Manages security access to assigned systems, related records, and documents

vi. Works with ICT Infrastructure Manager to develop and maintain backup procedures and storage strategies

vii. Perform backups and disaster recovery operations related to Data Centre.

viii. Maintains the strict confidentiality of all records and documents stored in the assigned systems and infrastructure

ix. Confers with employees and the project team to provide technical advice and to resolve problems

x. Prepares reports for system users and management

xi. Provides after hours on-call coverage 24/7 as part of a rotation system with other members of the System Administration Team.

xii. Creates and updates procedural and training documents for the assigned systems

xiii. Contributes to the disaster recovery and business continuity planning process regarding the assigned systems and infrastructure

xiv. Manage all data centre assets and assure that the data centre inventory, systems diagrams and related documentation, and system component maintenance contracts are properly maintained.

xv. Assist in management of hardware devices, licensing and all programs on the TPA Network.

xvi. Ensure high-availability of data centre products and services.

xvii. Execute other assignments as you may be assigned from time to time by your superiors.

C. Qualifications

i. Minimum of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a reputable academic institution.

ii. Possession of a relevant recognized ICT professional certification will be an added advantage.

iii. Practical knowledge and skills relevant to the position will be added advantage with at least two (2) years working experience in the relevant field.

iv. Age limit – below 40 years.

D. Remuneration

Entry-level package in accordance with TPA's salary scale TPGS 6 with other terms and conditions of the Public Services.

V   OFFICE ATTENDANTS – 5 posts

Salary Grade: TPGS 1

a. Qualifications
Holder of Form IV Secondary School Education Certificate with passes in English and Kiswahili who have attended cleaner's course of a minimum of three months conducted by VETA or any recognized training institution.

b. Key Duties and Responsibilities:
i.   To assist in organizing for pre-meeting arrangements when needed.
ii. To distribute mails internally to respective offices & staff.
iii. To duplicate documents, such as circulars and other publications.
iv. To circulate files and documents internally to respective staff.
v.   To prepare and serve tea and refreshments during meetings and workshops.
vi. Age limit – below 35 years.

VI.A RECORDS MANAGEMENT OFFICER II – 1 POST

Salary Grade: TPGS 4

A. Qualifications:
i.   Holder of Bachelor Degree in Records and Archives Management or equivalent qualifications from recognized institutions.
ii. Age limit – below 35

B. Duties and Responsibilities
i.   To supervise improvement of records and archives management offices
ii.   To prepare and assist the supervisor in allocation of work schedules
iii. To put records (letters, minutes) in appropriate files and repositories.
iv.   To manage the input/output control of mails and documents and ensure prompt delivery to destinations;
v.   To ensure that all office correspondences are properly managed
vi.   To create and maintain an effective filing system.
vii. To ensure that files and classified documents are kept in safe custody.
viii. To check and bring to the attention of concerned officers any pending work

    ix.   To implement policies with regard to open and confidential registries.

    x.   To manage an inventory of corporate General files and updates all records therein.

    xi.   To perform any other duties as may be assigned by the supervisor

VI.B RECORDS MANAGEMENT ASSISTANT I – 4 POSTS

Salary Grade: TPGS 3

A. Qualifications:

i.   Holder of Diploma in Records Management, Archives Management (NTA Level 6) or equivalent qualifications from a recognized institution with working experience of at least four (4) years in similar field.

ii.   Age limit – below 35

B. Duties and Responsibilities

i.   To open new files and indexes as may be directed by the superior.

ii.   To receive correspondence and files sent by dispatch book.

iii.   To sort outgoing correspondence in accordance with instructions

iv.   To maintain an up-to-date register of office files.

v.   To make copies and attach correspondence to relevant files whenever deemed necessary.

vi.   To supervises subordinates in registry to ensure effective work performance.

vii.   To review pending correspondence and list files required for filing.

viii.   To perform any other duties as may be assigned by the supervisor

NB: TPA IS AN EQUAL OPPORTUNITY EMPLOYER