

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/450

28th DECEMBER, 2023

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of Small Industries Development Organization (SIDO), Public Service Recruitment Secretariat (PSRS), invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill two (2) vacant posts as follows; (i) Director of technology development and planning and (ii) Director of training and extension services.

1.1 SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO)

SIDO was established in October 1973 as a parastatal organization under now Ministry of Trade, Industry and Marketing (now Ministry of Trade, Industry and Investment). Its objective was to develop the small industry sector in Tanzania. It was expected to fulfill a very wide range of functions, from policy formulation to direct support to industries, to hands-on involvement in the establishment of SMEs in both rural and urban areas.

The following are detailed requirements for the posts:

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| 1.1.1. | DIRECTOR OF TECHNOLOGY DEVELOPMENT AND PLANNING – 1 POST |
| EMPLOYER: | SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO) |
| PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> (i) A thorough knowledge of issues concerning the Micro Small and Medium enterprises sector, and of organizations working in this field. (ii) Excellent communication and interpersonal skills. (iii) Business - like attitude. Business experience would be an added advantage. (iv) Good leadership skills and qualities. (v) Veracity in the critical management skills of transformation leadership, action planning, performance and total quality management, team building, decision making, problem solving and change management. |

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| <p>DUTIES AND RESPONSIBILITIES</p> | <ul style="list-style-type: none"> (i) Planning, research, technical services, technology development and preparation of strategic plans and economic research papers on relevant issues for the SME sector in collaboration with regional offices. (ii) To undertake sectorial studies to determine potential economic opportunities for SSI. (iii) To prepare plans and coordinate activities of SSI (iv) To carry out research in the development of SSI in order to advise the government in matters related to policy and legislation. (v) To prepare quarterly and annual reports for the organization. (vi) To co-ordinate SIDO Technical Services, Research and Development Activities. (vii) To coordinate and oversee the operations of Technology Development Centers (TDC's). (viii) To coordinate Research and promote the commercialization of research results relevant to SSI. (ix) To coordinate, transfer and spread technology through the country throughout sourcing, reverse engineering and adapting them to suit local requirement and their promotion to end user thereof. (x) To coordinate and conduct Industrial Research in the small scale Industrial Sector designed to introduce appropriate technology to small scale investors. (xi) To recommend and consolidate technological changes which aim at the use of local raw materials. (xii) The Director will review Regional Office projects and programs, annual work plans and budget against the organization's objectives, targets, and strategies and policies, and recommended their approval by the Director General. He/she will prepare a summary of the annual work plans. (xiii) To review Regional Office annual and quarterly reports against the approved work plans and the organization's objectives, |
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targets, strategies and policies. He/she will develop reporting standards and guidelines within the organizations policy framework.

- (xiv) To develop an annual work plan and budget for his/her department, in collaboration with department's staff. He/she will submit the work plan to the Director General for approval, and prepare summaries for inclusion into the organization's work plan and budget. He/she will ensure that department staff prepare their personal work plans on the basis of the department work plan.
- (xv) To prepare quarterly and annual reports on the activities of his/her department, for submission to the management. He/she will prepare summaries of these reports for inclusion in the organization's reports.
- (xvi) To carry out staff work evaluation and their performance assessments. The Director will act to ensure harmonious relations within the department team, and will address grievances when and if they arise.
- (xvii) The Director will participate in the selection as well as termination of the staff of his/her department.
- (xviii) To seek out new opportunities and research into new products capable of small scale production and recommend on quality standards of goods produced.
- (xix) The Director will work to identify strategic partners who have interest and willingness to work with the Organization and ensure in entering the partnerships the interests of the Organization are well safeguarded in a win spirit in view of looking for resources to support the implementation of the Organization activities.
- (xx) Perform any other duties as may be assigned by the Director General.

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| QUALIFICATIONS | Holder of Master Degree in one of the following; Mechanical Engineering, Electrical Engineering, Civil Engineering, Electronics Engineering, Agricultural Engineering or equivalent qualifications from recognized institutions. Must be registered by Engineers Registration Board (ERB) as Professional Engineer. |
| EXPERIENCE | Must have at least ten (10) years in related field of which three (3) years should be held in managerial position |
| REMUNERATION | PGSS 14 |

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| 1.1.2. | DIRECTOR OF TRAINING AND EXTENSION SERVICES – 1 POST |
| EMPLOYER | SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO) |
| PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> (i) A thorough knowledge of issues concerning the Micro Small and Medium enterprises sector, and of organizations working in this field. (ii) Excellent communication and interpersonal skills. (iii) Business - like attitude. Business experience would be an added advantage. (iv) Good leadership skills and qualities. (v) Veracity in the critical management skills of transformation leadership, action planning, performance and total quality management, team building, decision making, problem solving and change management. |
| DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> (i) To provide technical support to the Region Offices for extension services and business training. (ii) To conduct training to business trainer/advisors, designing and carrying out product improvements, introducing new products, |

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| | <ul style="list-style-type: none"> (iii) To provide information and materials in the area of business support services and organizing the exchange of information and experience between Regional Offices. (iv) To conduct assessment and monitoring of training needs within the organization (v) To initiate policies, programs, procedures and practices designed to develop/improve knowledge skills and attitude of staff to improve efficiency and effectiveness of the individual and the institutions (vi) To initiate and implement the development of new products, carry out their pilot testing and ensure the institutionalization of successful products in the Regional Offices. (vii) To prepare and review departmental annual work plans and budget against the organization's objectives, targets, strategies and policies and recommend their approval by the management. (viii) To review departmental annual and quarterly reports against the approved work plans and budget and the organization's objectives, targets, strategies and policies. (ix) To develop reporting guidelines and standards within the organization's policy framework and take corrective action. (x) To carry out performance appraisal of staff under him/her (xi) To assess training needs and arrange training to his/her staff. (xii) To liaise with Regional Offices and Local Government Authorities (LGA) to ensure the plans for industrials and SMEs development are sustainably included in the districts development plans. (xiii) To ensure suitable and acceptable land for work premises for Industrial clusters, incubation and other program are identified and developed for SMEs use. (xiv) The Director will work to identify strategic partners who have interest and willingness to work with the Organization and ensure in entering the partnerships the interests of the |
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| | <p>Organization are well safeguarded in a win spirit in view of looking for resources to support the implementation of the Organization activities.</p> <p>(xv) Perform any other duties as may be assigned by the Director General</p> |
| QUALIFICATIONS | Holder of Master Degree in one of the following; Economics, Agricultural Economics, Agribusiness, Entrepreneurship, Marketing, Commerce or Business Administration majoring in Marketing or equivalent qualifications from recognized institutions |
| EXPERIENCE | Must have at least ten (10) years in related field of which three (3) years should be held in managerial position. |
| REMUNERATION | PGSS 14 |

GENERAL CONDITIONS

- i. Not more than 45 years except 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. All applicants must be citizens of Tanzania
- iv. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention.
- v. Applicants should apply on the strength of the information given in this advertisement;
- vi. 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 such as Engineers Registration Board (ERB) as Professional Engineer.
 - Birth certificate;
- vii. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts
 - viii. An applicant must upload recent Passport Size Photo in the Public Service Secretariat Recruitment Portal
 - ix. An applicant employed in the Public Service should route his/her application letter through his/her respective employer;
 - x. An applicant who is retired from the Public Service for whatever reason should not apply;
 - xi. An applicant should indicate three (3) reputable referees with their reliable contacts;
 - xii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
 - xiii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) or National Council for Technical Education (NACTVET) where applicable
 - xiv. 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 and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings – Dodoma
 - xv. Deadline for application is 17th January, 2024
 - xvi. Only shortlisted candidates will be informed the date of interview and;
 - xvii. Presentation of forged certificates and other information will necessitate legal action;

NOTE: Applications must be sent either through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click 'Recruitment Portal') or info.tanzania@tz.ey.com
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