

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref No.JA.9/259/01/B/122

27 January, 2025

VACANCY ANNOUNCEMENT

On behalf of Tanzania Petroleum Development (TPDC), the Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill the **seven (7)** vacancies mentioned below.

1.0 TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)

Tanzania Petroleum Development Corporation (TPDC) is a national oil company that deals with oil and gas exploration, development, and production. The Corporation has open vacancies for professional Tanzanians in the following positions: -

1.1 RESEARCH ENGINEER (CHEMICAL AND PROCESS ENGINEER) (3 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To collect information on new technology and research findings on processes of refining petroleum products;
- ii. To collect information on the most efficient utilization of petroleum products;
- iii. To collect information on the utilization of LPG and gas requirements for petrochemical industries in the country;
- iv. To compile information on production volumes of oil and gas and their derivatives, gas utilized in the processing plant flared volumes;
- v. To collect information on condensate production forecasts for better utilization of the product;
- vi. To collect information on bio-fuel and gas-to-liquid (GTL) processes;

- vii. To provide inputs for research proposals, preparation of concepts and pre-feasibility studies;
- viii. To prepare reports for various data and information collected on the above duties;
- ix. To participate in the preparation of unit budget; and
- x. To perform any other related duties and responsibilities as may be assigned by the immediate supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Bachelor's Degree in Chemical and Process Engineering from a recognized institution. Must be registered with the Engineer's Registration Board (ERB) as a Graduate Engineer.

1.1.3 SALARY SCALE: TPDCS 7

1.2 INSTRUMENTATION ENGINEER (2 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To collect technical data from operational oil/gas projects;
- ii. To monitor the performance of all oil/gas infrastructure development and related projects;
- iii. To monitor oil/gas projects so that they are operated and maintained according to standards and regulations;
- iv. To collect and analyze data for submission to relevant authorities;
- v. To provide technical inputs to oil/gas projects implementation teams and monitors the application of agreed standards;
- vi. In collaboration with other engineers, follow up the execution of the oil/gas related projects;
- vii. To monitor overall compliance with safety, environmental and other company guidelines, policies etc. in implementation of oil/gas and related projects;
- viii. To propose inputs for regular safety meetings; helps to coordinate safety and environmental training, and manage required periodic safety and environmental inspections;
- ix. To prepare projects cost estimates and budgets for the department;
- x. To provide inputs for feasibility studies and design of oil/gas projects;

- xi. To undertake research for more projects;
- xii. To attend meter reading and calibration for Oil/Gas retail sales points and commercial Consumers;
- xiii. To check quality of oil/gas and related products;
- xiv. To participate in the preparation of unit budget; and
- xv. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Electrical Engineering from a recognized institution. Must be registered with Engineer's Registration Board (ERB) as Graduate Engineer.

1.2.3 SALARY SCALE: TPDCS 7

1.3 MECHANICAL ENGINEER (1 POST)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To collect technical data from operational oil/gas projects;
- ii. To monitor the performance of all oil/gas infrastructure development and related projects;
- iii. To monitor oil/gas projects so that they are operated and maintained according to standards and regulations;
- iv. To collect and analyze data for submission to relevant authorities;
- v. To provide technical inputs to oil/gas projects implementation teams and monitors the application of agreed standards;
- vi. In collaboration with other engineers, follow up the execution of the oil/gas related projects;
- vii. To monitor overall compliance with safety, environmental and other company guidelines, policies etc. in implementation of oil/gas and related projects;
- viii. To propose inputs for regular safety meetings; helps to coordinate safety and environmental training, and manage required periodic safety and environmental inspections;
- ix. To prepare projects cost estimates and budgets for the department;

- x. To provide inputs for feasibility studies and design of oil/gas projects;
- xi. To undertake research for more projects;
- xii. To attend meter reading and calibration for Oil/Gas retail sales points and commercial Consumers;
- xiii. To check quality of oil/gas and related products;
- xiv. To participate in the preparation of unit budget; and
- xv. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Bachelor Degree in Mechanical Engineering from a recognized institution. Must be registered with Engineer's Registration Board (ERB) as Graduate Engineer.

1.3.3 SALARY SCALE: TPDCS 7

1.4 RISK MANAGEMENT OFFICER II (1 POST)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To initiate, identifies and recommend for policy formulation on risk management;
- ii. To recommend methods of risk identification in the corporation;
- iii. To responsible for the preparation of periodic reports on risk management, internally and externally;
- iv. To responsible for developing risk response processes, including contingency and business continuity programs;
- v. To record identifiable risks from different directorates/units
- vi. To participate in the preparation of the unit budget; and
- vii. To perform any other related duties and responsibilities as may be assigned by the immediate supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE:

Holder of a Bachelor's Degree in one of the following fields: Risk Management, Insurance, Actuarial Science, or equivalent qualifications from a recognized institution.

1.4.3 SALARY SCALE: TPDCS 7

GENERAL CONDITIONS

- i. All applicants must be citizens of Tanzania generally with an age not above 45 years.
 - ii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;
 - iii. **Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail, and telephone numbers;**
 - iv. Applicants should apply on the strength of the information given in this advertisement;
 - v. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates/Diploma Transcript
 - Form IV and Form VI National Examination Certificates;
 - 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 slip; 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. A signed application letter should be written either in Swahili or English and Addressed to the **Secretary, President Office, Public Service Recruitment Secretariat, P. O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiii. The deadline for application is **09 February 2025**;
- xiv. Only short-listed candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action;
NOTE: All applications must be sent through the 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