

THE UNITED REPUBLIC OF TANZANIA



24/7/2024

NATIONAL DEVELOPMENT CORPORATION

TRANSFER VACANCY ANNOUNCEMENT

The National Development Corporation (NDC) is an organization owned by the Government of the United Republic of Tanzania, which was established in 1962 by an Act of Parliament. Currently, NDC exists under the Public Corporations Act of 1992 as a development organization.

Like any other institutions, NDC needs highly motivated and talented workforce with required competencies and skills to be able to fulfil its core functions and maintain a high standard of service delivery.

NDC thus invites applications from suitably qualified Tanzanians in the public service to be considered for transfer to fill the following vacant posts;

1. Senior Internal Auditor II (1 post)

1.1 Required Qualifications

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Commerce or Business Administration (majoring in Accountancy or Finance) or equivalent qualifications from a recognized Institution and must be a holder of CPA (T) or equivalent Professional qualifications recognized by NBAA with at least ten (10) years' experience in the related field.

1.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Chief Internal Auditor

1.3 Main Duties

- i. To prepare annual Audit Plan;
- ii. To supervise the evaluation of internal control systems, risk management and supervision of corporate governance;
- iii. To supervise value for money audit for institutional assets and

- developmental projects;
- iv. To ascertain the compliance of financial regulations;
- v. To monitor periodical Audit Reports;
- vi. To carry out special audit investigations;
- vii. To ascertain the authenticity of the internal financial statements;
- viii. To advise on how to improve performance;
- ix. To conduct value for money audit for institutional assets and developmental projects;
- x. To advise on audit guidance and recommendations on proper internal control system; and
- xi. To perform any other duties as assigned by supervisor

1.4 Remuneration

Salary Scale: NDC SS 8

2. Internal Auditor I (1 post)

2.1 Required Qualifications

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Commerce, Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution and must be a holder of CPA (T) or equivalent Professional qualifications recognized by NBAA with at least four (4) years' experience in a related field

2.2 Organizational Relationship

2.3 Appointing Authority: Managing Director

Reports to: Chief Internal Auditor

2.4 Main Duties

- i. To conduct normal, special, audits and investigations;
- ii. To analyze the initial reports of internal audit recommendations and to prove its quality;
- iii. To supervise development of the internal audit plan;
- iv. To evaluate internal control systems, risk management and supervision of corporate governance;
- v. To audit development projects;
- vi. To collect initial reports for normal, special, technical audits and investigations
- vii. To prepare audit reports;
- viii. To receive management responses and make verifications;
- ix. To monitor the implementation of audit opinion (audit follow-up); and
- x. To carry out other duties assigned by supervisor

2.5 Remuneration

Salary Scale: NDC SS 6

3. Senior Administrative Officer II (1 post)

3.1 Required Qualifications

Holder of a Bachelor Degree in one of the following fields: Public Administration, Manpower Planning, Human Resources Management, Commerce or Business Administration (majoring in Human Resources Management), Personnel Management, Industrial Relations, Human Resource Planning and Management or equivalent qualifications from recognized Institution who has passed Qualifying Law Examination for Administrative Officers with working experience of at least seven (7) years in the related field

3.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Manager of Human Resources Management & Administration

3.3 Main Duties

- i. To study and recommend on management action to improve standards for operating procedures;
- ii. To check and arrange for availability of administrative support services;
- iii. To organize and supervise supporting staff services for the organization;
- iv. To assist in coordination of employee's performance appraisals;
- v. To provide orientation and consultation to employees regarding all aspects of benefits;
- vi. To establish standards of quality of work of supporting staff;
- vii. To propose policy governing work priorities; and
- viii. To perform any other duties as assigned by supervisor.

3.4 Remuneration

Salary Scale: NDC SS 6

4. Senior Records Officer I (1 post)

4.1 Required Qualifications

Holder of Bachelor's Degree in Records Management, Documentation, Archives Management or equivalent qualification from any recognized Institution with working experience of at least ten (10) years in relevant field.

The candidate must have passed Qualifying Examination for Records Management Officers. Must be computer literate.

4.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Manager of Human Resources Management & Administration

4.3 Main Duties

- i. To develop and implement a mechanism for maintaining and dispose of records (retention schedules);
- ii. To manage rehabilitation of old records, worn or damaged;
- iii. To manage system records produced by computer, maintain and manage its use inside and outside the Corporation;
- iv. To identify and classify the time usage of the records stored and used as documentation;
- v. To supervise filing of documents in respective files;
- vi. To participate in the review and update of filing systems;
- vii. To update file register regularly;
- viii. To ensure smooth movement of files on daily basis;
- ix. To advise on issues relating to improvement on filing systems;
- x. To supervise management of incoming and outgoing mails;
- xi. To participate in the preparation of departmental budget; and
- xii. To perform any other relevant duties as may be assigned by the supervisor

4.4 Remuneration

Salary Scale: NDC SS 7

5. Principal Planning Officer II (1 post)

5.1 Required Qualifications

Holder of Master's Degree in Project Planning and Management from a recognized higher learning Institution with at least thirteen (13) years of working experience in related field.

5.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Director of Planning, Research and Development

5.3 Main Duties

- i. To monitor and evaluate Corporation activities;
- ii. To supervise the formulation of a progressive review of Corporation's strategic plans;
- iii. To promote and conducts research on matters relating to the

Corporation;

- iv. To coordinate the preparation of monthly, quarterly and annual performance reports;
- v. To review proposals for seeking funds from Development Partners for approval;
- vi. To supervise review of strategic, operational and action plans;
- vii. To coordinate the performance review of the Corporation development plan and give feedback;
- viii. To plan and implement the Corporation development strategies;
- ix. To advice on policy and regulatory issues aimed at improving the Corporation and;
- x. To perform any other duties assigned by supervisor.

6. Planning Officer I (1 post)

6.1 Required Qualifications

Holder of Bachelor degree in Economics from recognized higher learning Institution with at least four (4) years of working experience

6.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Director of Planning, Research and Development

6.3 Main Duties

- i. To participate in the preparation of strategic and business plans of the Corporation;
- ii. To participate in the preparation Corporation's action plan;
- iii. To propose and develop strategies for improving performance;
- iv. To evaluate the Corporation structure to improve efficiency in service delivery;
- v. To participate in preparation of Institute policy by collecting data from stake holders, harmonizing them and incorporating them in the Corporation's plan;
- vi. To participate in analyzing and recommending for the review of the existing policies; and
- vii. To perform any other duties assigned by supervisor(s)

6.4 Remuneration

Salary Scale: NDC SS 5

7. Accounts Officer I (2 posts)

7.1 Required Qualifications

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Commerce or Business Administration (majoring in Accountancy or Finance) or equivalent qualifications from a recognized Institution with working experience of at least four (4) years in relevant field.

7.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Director of Finance

7.3 Main Duties

- i. To pursue insurance covers for employees, equipment and premises;
- ii. To record financial transactions in the accounting system;
- iii. To assist in preparing accounting methods and procedures;
- iv. To prepare Financial Statements;
- v. To maintain accounts receivables;
- vi. To maintain updated Property Plants and Equipment Register;
- vii. To bank cash and cheques;
- viii. To facilitate payments of cash/cheques to employees/customers;
- ix. To keep and maintain up dated Books of Accounts; and
- x. To perform any other duties as may be assigned by supervisor(s)

7.4 Remuneration

Salary Scale: NDC SS 5

8. Senior Engineer II (1 post1)

8.1 Required Qualifications

Holder of Bachelor Degree in Geology from recognized Institution with working experience of at least seven (7) years in a related field.

8.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Director of Heavy Industries

8.3 Main Duties Geologist

- i. To develop a comprehensive database for the mineral production industries in Tanzania;
- ii. To carry out review of mineral industries in order to identify investment opportunities in mining areas;

- iii. To carry out preliminary project investigations to assess its commercial prospects
- iv. To establish scope of work for the field activities, feasibility studies and establish costs for the proposed studies;
- v. To monitor and supervise work of the consultants and contractors on the mineral projects;
- vi. To undertake global technological assessment and evaluation and propose the most feasible and cost-effective technologies;
- vii. To carry out Environmental and Social Impact Assessment for each project; and
- viii. To perform any other duties as may be assigned from time to time

8.4 Remuneration

Salary Scale: NDC SS 7

9. Senior Engineer II (1 post)

9.1 Required Qualifications

Holder of Bachelor Degree in Mining Engineering from recognized Institution with working experience of at least seven (7) years in a related field. Must be registered by the Engineers Registration Board (ERB) as a Professional Engineer.

9.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Director of Heavy Industries

9.3 Main duties:

Plant and Machinery

- i. To conduct preliminary investigations on project related to plant and machinery;
- ii. To assist in conducting quality assurance and testing of machinery and equipment;
- iii. To keep information and data on all organization's plants and machineries;
- iv. To facilitate of the work of any Engineering, Procurement and Construction (EPC) Contractors or technical sub-contractors on installation, testing and commissioning of plant and machinery;
- v. To participate in the project teams formed to carry out studies related to Project implementation;
- vi. To undertaking project development, implementation, monitoring and evaluation.

- vii. To participate and facilitate in carrying out project pre-feasibility and full feasibility studies;
- viii. To inspect and monitor implementation of projects and prepare progress reports; and
- ix. To perform any other duties as may be assigned by the Director of Heavy Industries.

9.4 Remuneration

Salary Scale: NDC SS 7

10. Estates Officer I (1 post)

10.1 Required Qualifications

Holder of Bachelor Degree in Architecture, from recognized institution with relevant working experience of at least for (4) years. Must be registered as graduate Architecture/Quantity Surveyor with respective board

10.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Director of Finance

10.3 Main Duties

- i. To ensure maintenance and cleaning of NDC properties and environment;
- ii. To participate in examining bills of quantities;
- iii. To participate in the Preparation of departmental budgets;
- iv. To keep and maintain relevant equipment in good working order;
- v. To assist in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment;
- vi. To assist in the planning, organizing, implementing and controlling of Estate activities and services; and
- vii. To value land for investment purpose during market research and feasibility study;
- viii. To value current property investments, perform returns analysis and recommend action for good performance;
- ix. To prepare monthly reports on property management performance;
- x. To assist in the preparation of estate plan and budget
- xi. To monitor costs related to properties (such as maintenance), use of service charge and produce return analysis;
- xii. To perform any other relevant duties as may be assigned by the supervisor

10.4 Remuneration

Salary Scale: NDC SS 6

11. Agricultural Officer I (1 post)

11.1 Required Qualifications

Holder of Bachelor Degree in Agriculture from recognized Institution with working experience of at least four (4) years in a related field.

11.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Director of Strategic Value Addition

11.3 Main Duties

- i. To conduct crop production and processing promoting activities and research in identifying potential comparative and competitive advantages obtainable in Agribusiness sector;
- ii. To work and promote productivity growth and commercialized production of agri products;
- iii. To identify industrial plots and industrial parks for establishment of agri processing industries;
- iv. To carry our promotional campaigns for specific agri products;
- v. To identify bulk consumers of agri products and establish sales/storage centres;
- vi. To undertake market surveys for the agri products for local consumption and export;
- vii. To collaborate with any technical sub-contractors on the project;
- viii. To assist in undertaking studies on technical requirements for all projects and supervise the technical development and implementation; monitor and evaluate progress implementation of projects and prepare progress reports accordingly; and
- ix. To perform any other duties as may be assigned from time to time

11.4 Remuneration

Salary Scale: NDC SS 5

12. Senior Procurement Officer I (1 post)

12.1 Required Qualifications

Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration (majoring in Procurement and Supplies Management) or equivalent qualifications from a recognized institution with at least ten (10) years working experience in the related field. The candidate must possess CSP/CPSP and should be registered by PSPTB as Approved Procurement and Supplies Professionals

12.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Manager of Procurement Management Unit

12.3 Main Duties

- i. To recommend procurement and disposal by Tender procedures;
- ii. To ensure compliance with all procurement procedures;
- iii. To supervise the implementation of the Institute Annual Procurement Plan;
- iv. To prepare procurement negotiations with supplier's;
- v. To notify Supplier's on tender results;
- vi. To co-ordinate, collect and keep records on the market price for some goods;
- vii. To make follow up on the performance of Supplier's and service providers;
- viii. To prepare tender advertisement;
- ix. To prepare Supplier's contract;
- x. To prepare periodic procurement reports;
- xi. To identify and advice on alternative ways of minimizing costs related to procurement and storage of goods;
- xii. To recommend on appropriate procurement policies, procedures and regulations for the Institute to supervisor; and
- xiii. To perform any other duties as assigned by supervisor.

12.4 Remuneration

Salary Scale: NDC SS 7

13. Senior Supplies Officer II (1 post)

13.1 Required Qualifications

Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration (majoring in Procurement and Supplies Management) or equivalent qualifications from a recognized institution with at least seven (7) years working experience in the related field. The candidate must possess CSP/CPSP and should be registered by PSPTB as Approved Procurement and Supplies Professionals.

13.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Manager of Procurement Management Unit

13.3 Main Duties

- i. To supervise and store special equipment;
- ii. To supervise and timely issue goods and services;
- iii. To survey on supplies systems;
- iv. To maintain users and suppliers' records;
- v. To co-ordinate supplies activities;
- vi. To participate in preparing procurement plan;
- vii. To undertake survey on supply activities;
- viii. To undertake evaluation on procurement requirements;
- ix. To prepare various supplies report according to the rules and regulations; and
- x. To perform any other duties as assigned by supervisor

13.4 Remuneration

Salary Scale: NDC SS 6

14. Senior Legal Officer II (1 post)

14.1 Required Qualifications

Holder of Bachelor Degree in Law (LLB) from any recognized Institution who has attended a Law School of Tanzania or undergone one (1) year internship program recognized by the Office of the Attorney General and must be registered as an Advocate of the High Court with at least seven (7) years working experience in related field.

14.2 Organizational Relationship

Appointing Authority: Managing Director

Reports to: Corporate Secretary

14.3 Main Duties

- i. To represent the Corporation in legal pursuits;
- ii. To deal with legal correspondences addressed to the Corporation;
- iii. To administer compliance to the terms of agreements and contracts;
- iv. To draft legal documents for the Corporation as and when required;
- v. To respond to changes in the legal environment;
- vi. To monitor validity of insurance covers for equipment and premises;
and
- vii. To perform any other duties as may be assigned by supervisor(s)

14.4 Remuneration

Salary Scale: NDC SS 7

15. TERMS OF SERVICE

Permanent and pensionable.

16. MODE OF APPLICATION

Interested candidates should address their signed application letters enclosing detailed curriculum vitae, certified copies of birth and relevant academic certificates, contact addresses (including telephone numbers and e-mail addresses) and names with addresses of three referees to **the Managing Director, National Development Corporation, P.O. Box 2669, Dar es Salaam.**

17. GENERAL CONDITIONS

- a. Applicants must have National Identification numbers from the National Identification Authority (NIDA).
- b. Applicants should indicate positions for which they apply.
- c. Applicants must channel their application letters through their respective employers.
- d. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- e. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- f. Presentation of forged certificates and other false information will result into automatic disqualification and legal action.
- g. Only successful candidates will be contacted.
- h. Deadline for submitting applications is **3/8/2024**

Issued by;

**MANAGING DIRECTOR
NATIONAL DEVELOPMENT CORPORATION
P.O. Box 2669
DAR ES SALAAM**