

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/150

26thAugust, 2022

On behalf of Tanzania Petroleum Development Corporation (TPDC), Public Service Recruitment Secretariat invites qualified Tanzanians to fill sixty two (62) vacant posts mentioned below.

2.0 TANZANIA PETROLEUM DEVELOPMENT CORPORATION (TPDC)

Tanzania Petroleum Development Corporation (TPDC) is a National Oil Company dealing with Oil and Gas Exploration, Development and Production.

2.0.1 ENGINEER II (OPERATION) – 6 POSTS

2.0.2 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 official duties as may be assigned by immediate supervisor.

2.0.3 QUALIFICATION AND EXPERIENCE

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

2.0.4 SALARY SCALE: TPDCS 7

2.0.5 ENGINEER II (CIVIL) – 3 POSTS

2.0.6 DUTIES AND RESPONSIBILITIES

- i. To review layout of plans of engineering works and recommend accordingly;
- ii. To prepare preliminary engineering drawings thereafter detail drawings;
- iii. To ensure engineering works comply with specification and safety standards;
- iv. To undertake repair of Corporation properties;
- v. To follow up permits and approvals of all engineering works;
- vi. To participate in the preparation of unit budget; and
- vii. To perform any other official duties as may be assigned by immediate supervisor.

2.0.7 QUALIFICATION AND EXPERIENCE

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

2.0.8 SALARY SCALE: TPDCS 7

2.0.9 ENGINEER II (ELECTRICAL) – 3 POSTS

2.0.10 DUTIES AND RESPONSIBILITIES

- i. To participate in day-to-day Operations and Maintenance of the power distribution system for Natural Gas Pipeline;
- ii. To participate in Recording stand by power generator, UPS and Solar system operating parameters and make minor adjustments;
- iii. To participate in preventive and corrective maintenance of electrical facilities and equipment;
- iv. To participate in all activities associated with construction, maintenance and repair of electric MV & LV switchgears, building wiring and lighting;
- v. To participate in Preparation wiring and installation of equipment and fixtures;
- vi. To participate in process system start-up and shut-down;
- vii. To participate in applicable elements of Facility HSE Program to ensure Employee and Facility Safety; and
- viii. To perform any other official duties as may be assigned by immediate supervisor.

2.0.11 QUALIFICATION AND EXPERIENCE

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

2.0.12 SALARY SCALE: TPDCS 7

2.0.13 ENGINEER II (MECHANICAL) – 9 POSTS

2.0.14 DUTIES AND RESPONSIBILITIES

- i. To participate in minor operation and maintenances of all mechanical equipment;
- ii. To participate in installation of machinery, equipment, physical structures and pipe following specifications;
- iii. To participate in installation and maintenance of refrigeration and air-conditioning systems, including compressors, pumps, meters, pneumatic and hydraulic controls and piping;
- iv. To participate in startup and shutdown of plant;
- v. To participate in preparation of the facility's Emergency Response (ER) Plan;
- vi. To participate on applicable elements of facility HSE program to ensure employee and facility safety;
- vii. To ensure proper housekeeping prior task completion or shift handover; and
- viii. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

2.0.15 QUALIFICATION AND EXPERIENCE

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

2.0.16 SALARY SCALE: TPDCS 7

2.0.17 ENGINEER II (PETROLEUM - DRILLING) – 1 POST

2.0.18 DUTIES AND RESPONSIBILITIES

- i. To provide inputs during construction of access road, temporary power installation and wells for water supply during drilling preparation;
- ii. To carry out drilling site preparation;

- iii. To take stock of drilling equipment and materials;
- iv. To undertake drilling operations;
- v. To collect onsite drilling data; To prepare well data sheets;
- vi. To carry out land reclamation after completion of drilling operations;
- viii. To prepare and transmit daily drilling reports to base;
- ix. To participate in the preparation of unit budget; and
- x. To perform any other official duties as may be assigned by immediate supervisor.

2.0.19 QUALIFICATION AND EXPERIENCE

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

2.0.20 SALARY SCALE: TPDCS 7

2.0.21 ENGINEER II (PETROLEUM - RESERVOIR) – 2 POSTS

2.0.22 DUTIES AND RESPONSIBILITIES

- i. To collect geological and geophysical data related to reservoir formations;
- ii. To determine reservoir areal and thickness extent;
- iii. To acquire and evaluate wire-line logs, drillers log and mud loggers data;
- iv. To collect Drill Stem Test (DST) data;
- v. To determine petro physical parameters;
- vi. To participate in the preparation of unit budget; and
- vii. To perform any other official duties as may be assigned by immediate supervisor.

2.0.23 QUALIFICATION AND EXPERIENCE

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

2.0.24 SALARY SCALE: TPDCS 7

2.0.25 ENGINEER II (PETROLEUM - PRODUCTION) – 2 POSTS

2.0.26 DUTIES AND RESPONSIBILITIES

- i. To collect well completion data;
- ii. To collect Drill Stem and Production Test data;
- iii. To record well head data;
- iv. To undertake regular well surveillance;
- v. To prepare daily production reports;
- vi. To participate in the preparation of unit budget; and
- vii. To perform any other official duties as may be assigned by immediate supervisor.

2.0.27 QUALIFICATION AND EXPERIENCE

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

2.0.28 SALARY SCALE: TPDCS 7

2.0.29 GEOLOGIST II (2 POSTS)

2.0.30 DUTIES AND RESPONSIBILITIES

- i. To collect geological samples from field excursions and well sites;
- ii. To describe and identify lithology of rock samples from outcrops and wells;

- iii. To prepare surface geological maps;
- iv. To attend and describe well cuttings on site drilling operations;
- v. To prepare well summary sheets;
- vi. To assist geologists and geophysicists in geological and geophysical data interpretation;
- vii. To provide report on geological (well and logging) operations;
- viii. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

2.0.31 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree either in Geology, Petroleum Geology, Geosciences or equivalent qualifications from recognized institution.

2.0.32 SALARY SCALE: TPDCS 7

2.0.33 ICT OFFICER II (2 POSTS)

2.0.34 DUTIES AND RESPONSIBILITIES

- i. To undertake minor changes to the systems as directed by superior;
- ii. To perform system test;
- iii. To recommend appropriate software and hardware to be used by Corporation;
- iv. To undertake regular update of software and maintenance of hardware;
- v. To carry out data collection of existing systems and operations;
- vi. To undertake systems investigations;
- vii. To review, plan and evaluate network systems;
- viii. To document and communicate network related problems, solutions and the implementation process;
- ix. To develop, implement and test network optimization plan;
- x. To create and maintain user mail accounts;

- xi. To implement network maintenance and upgrade plans;
- xii. To evaluate and recommend changes to current and future network requirements to meet changing needs;
- xiii. To prepare and present reports on LAN and WAN performance;
- xiv. To design, create, update and manage web site;
- xv. To develop Publishing information to the web as per security policy;
- xvi. To provide user support for desktop productivity tool such as Word Processors and specific business applications;
- xvii. To test new or revised application programs;
- xviii. To maintain data processing systems, tape library and disk storage;
- xix. To provide technical support for PCs and related peripheral equipment (e.g., printers, tape library, mass storage devices, monitors, network devices; and
- xx. To perform any other related duties and responsibilities as may be assigned by immediate supervisor

2.0.35 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree either in Information Technology, Computer Science, Computer Engineering or equivalent qualifications from recognized institution.

2.0.36 SALARY SCALE: TPDCS 7.

2.0.37 TECHNICIAN II (CIVIL) - 5 POSTS

2.0.38 DUTIES AND RESPONSIBILITIES

- i. To prepare and read project drawings and plans to determine the sizes of structures;
- ii. To use computer aided design software under the charge of engineers; To evaluate preconstruction field conditions;
- iii. To observe project sites and evaluate contractors' work to detect problems with a design;

- iv. To test construction materials and soil samples in laboratories;
- v. To ensure that project construction conforms to design specifications and applicable codes;
- vi. To assist in the repair and maintenance of institute buildings; and
- vii. To perform any other official duties as may be assigned by immediate supervisor.

2.0.39 QUALIFICATION AND EXPERIENCE

Holder of a Diploma or Full Technician Certificate in Civil Engineering or related field from a recognized institution.

2.0.40 SALARY SCALE: TPDCS 4

2.0.41 TECHNICIAN II (ELECTRICAL) - 5 POSTS

2.0.42 DUTIES AND RESPONSIBILITIES

- i. To install and repair electrical systems, apparatus and electrical components of industrial machinery and equipment, following electrical code, manuals, schematic diagrams, blueprints, and other specifications, using hand tools, power tools, and electrical and electronic test equipment;
 - ii. To troubleshoot malfunctioning equipment, such as transformers, motors, and lighting fixtures, using test equipment, and replace damaged or broken wires and cables, using hand tools;
 - iii. To participate on Preventive Maintenance (PM) tasks and records PM activities;
 - iv. To participate in electrical building repairs and maintenance;
 - v. To ensure proper housekeeping prior task completion or shift handover;
 - vi. To Assist in the preparation of the Corporation's Emergency Response (ER) Plan;
 - vii. To participate on applicable elements of Facility HSE Program to ensure Employee and Facility Safety; and
- To perform any other official duties as may be assigned by immediate supervisor

2.0.43 QUALIFICATION AND EXPERIENCE

Holder of a Diploma or Full Technician Certificate in Electrical Engineering from a recognized institution.

2.0.44 SALARY SCALE: TPDCS 4

2.0.45 TECHNICIAN II - 3 POSTS

2.0.46 DUTIES AND RESPONSIBILITIES

- i. To participate in preventive maintenance activities of instrumentation assets and systems as per the developed preventive maintenance plan;
- ii. To participate in proper recording of all preventive maintenance and corrective maintenance tasks;
- iii. To participate in fault identification and corrective maintenance of field instruments, DCS, Fire and Gas, safety and communication systems;
- iv. To participate on plant start-up and shutdown;
- v. To participate in in-house calibration of field instruments and pneumatic assemblies to meet operational specifications and tolerances;
- vi. To participate on applicable elements of facility HSE Program to ensure employee and facility safety;
- vii. To ensure proper housekeeping prior task completion; and
To perform any other official duties as may be assigned by immediate supervisor

2.0.47 QUALIFICATION AND EXPERIENCE

Holder of a Diploma or Full Technician Certificate in Electronics from a recognized institution.

2.0.48 SALARY SCALE: TPDCS 4

2.0.49 TECHNICIAN II (MECHANICAL) - 12 POSTS

2.0.50 DUTIES AND RESPONSIBILITIES

- i. To repair and servicing of security, surveillance and equipment;
- ii. To update requests for repairs of equipment from estate Office and advise accordingly;
- iii. To receive and compile requests for repairs of equipment from estate Office;
- iv. To provide technical advice on effective ways of using different equipment;
- v. To advise on equipment, parts and supplies used for equipment and mechanical system maintenance;
- vi. To keep records, and prepare reports of maintenance, repair or replacement of spare parts and mechanical equipment;
- vii. To provide electrical/mechanical inputs in construction works; and
- viii. To perform any other official duties as may be assigned by immediate supervisor.

2.0.51 QUALIFICATION AND EXPERIENCE

Holder of a Diploma or Full Technician Certificate in Mechanical Engineering from a recognized institution.

2.0.52 SALARY SCALE: TPDCS 4

2.0.53 TECHNICIAN II (WATER) - 1 POST

2.0.54 DUTIES AND RESPONSIBILITIES

- i. To operate, maintain and monitor the status of all equipment in the Potable Water Production and Treatment Plant and in the Waste Water Treatment Plant to achieve target level of Availability, Reliability and Efficiency;
- ii. To respond to alarms by taking appropriate corrective actions;
- iii. To execute equipment shut-down and start-up procedures;

- iv. To prepare equipment malfunction reports, make inspections and from observation, determine whether equipment is operating properly;
- v. To control chemical dosing as required needed to enhance or regenerate the Water Treatment Process;
- vi. To collect and test water and sewage samples, using test equipment and color analysis standards;
- vii. To participate on applicable elements of Facility HSE Program to ensure Employee and Facility Safety;
- viii. To ensure proper housekeeping prior task completion or shift handover; and
- ix. To perform any other official duties as may be assigned by immediate supervisor.

2.0.55 QUALIFICATION AND EXPERIENCE

Holder of a Diploma or Full Technician Certificate in Water Engineering from a recognized institution.

2.0.56 SALARY SCALE: TPDCS 4

2.0.57 ENVIRONMENT MANAGEMENT OFFICER II (1 POST)

2.0.58 DUTIES AND RESPONSIBILITIES

- i. To identify safety deficiencies in the Corporation operations;
- ii. To undertake safety drills, defensive driving instruction;
- iii. To maintain an inventory of all unsafe incidents;
- iv. To carry out inspection of vessels, vehicles plants and equipment to ensure that they meet acceptable standards on safety and pollution control;
- v. To study, evaluate, and recommend on Environmental Impact Assessment (EIA);
- vi. To participate in the preparation of unit budget; and
- vii. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

2.0.59 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree either in Environmental Studies, Environmental Science and Conservation, Environmental Science and Management, Environmental Laboratory Science Technology, Environmental Planning and Management or equivalent qualifications from recognized institution.

2.0.60 SALARY SCALE: TPDCS 7

2.0.61 FINANCE MANAGEMENT OFFICER II (2 POSTS)

2.0.62 DUTIES AND RESPONSIBILITIES

- i. To prepare weekly and monthly financial reports;
- ii. To prepare monthly cash flow projection for the period of time for which funding is available;
- iii. To compile budgets and prepares variance analyses;
- iv. To create financial plan and updating whenever necessary;
- v. To carry out regular checks on financial transactions;
- vi. To participate in the preparation of unit budget;
- vii. To collect and analyze financial data and report to principals;
- viii. To review studies and project preparations for viability of the projects;
- ix. To conduct investigation of various sources of funding and advice superiors on best options of financing;
- x. To analyze profitability of investments in subsidiary and associated companies; and
- xi. To perform any other related duties and responsibilities as may be assigned by immediate supervisor.

2.0.63 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Finance, Banking and Finance, Economics, Commerce or Business Administration (Majoring in Accountancy or Finance) or equivalent fields from recognized institution.

2.0.64 SALARY SCALE: TPDCS 7

2.1 RECEPTIONIST II (1 POST)

2.1.60 DUTIES AND RESPONSIBILITIES

- i. To receive all incoming and outgoing telephone and telefax, calls, messages and relays the messages to the relevant staff;
- ii. To re-direct calls as appropriate and take adequate messages when required;
- iii. To receive and guides all Corporation visitors/clients to the appropriate staff member;
- iv. To report to appropriate authorities' telephone / telefax faults as soon as they have occurred taking note of references for follow-up purposes;
- v. To issue and monitor visitor's passes;
- vi. To make follow-up on repairs of telephone/fax;
- vii. To keep the reception's environment conducive/hospitable to visitors;
- viii. To keep a register of all trunk calls and fax messages;
- ix. To keep visitors record book;
- x. To keep and maintain the Attendance and outgoing Registers;
- xi. To sort out official telephone bills and submit to the relevant office;
- xii. To keep the facilities at the reception desk clean and tidy;
- xiii. To alert Security Officers/guards of the presence of undesirable visitors;
- xiv. To perform any other official duties as may be assigned by immediate supervisor.

2.1.61 QUALIFICATION AND EXPERIENCE

Holder of Form IV or VI with Diploma in Secretarial studies/Customer Service/Front Office Management or related field from a recognized institution.

2.1.62 SALARY SCALE: TPDCS 4

2.0.61 QUALITY ASSURANCE OFFICER II (PETROLEUM ENGINEER) – 1 POST

2.0.62 DUTIES AND RESPONSIBILITIES

- i. To perform both checklist based and test control audit;
- ii. To conduct technical preliminary examinations of joint venture and PSAs activities;
- iii. To attend field work and observe the petroleum activities such as drilling, being undertaken during a particular time;
- iv. To participate in verifications and counting of drilling inventory leftovers;
- v. To participate in physical verifications of petroleum assets held under PSA as per PSA provision; and vi. To perform any other duties as may be assigned by superiors.

2.0.63 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Petroleum Engineering from a recognized institution.

2.0.64 SALARY SCALE: TPDCS 7

2.0.65 QUALITY ASSURANCE OFFICER II (INFORMATION TECHNOLOGY) – 1 POST

2.0.66 DUTIES AND RESPONSIBILITIES

- i. To perform both checklist based and test control audit;
- ii. To conduct technical preliminary examinations of joint venture and PSAs activities;

- iii. To attend field work and observe the petroleum activities such as drilling, being undertaken during a particular time;
- iv. To participate in verifications and counting of drilling inventory leftovers;
- v. To participate in physical verifications of petroleum assets held under PSA as per PSA provision; and
- vi. To perform any other duties as may be assigned by superiors.

2.0.67 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Information Technology or any related field from a recognized institution.

2.0.68 SALARY SCALE: TPDCS 7

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service and where specified;
- 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;
 - 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, (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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xv. Deadline for application is **8th September, 2022;**
- xvi. Only shortlisted candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through 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

