

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

VACANCY ANNOUNCEMENT

Ref.No.JA.9/259/01/A/165

6th October, 2022

1.0 BACKGROUND INFORMATION

On behalf of the Ministry of Investment, Industry and Trade (MIT), Public Service Recruitment Secretariat (PSRS), invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one (1) vacant post of The Executive Director of Tanzania Investment Centre (TIC).

2.0 TANZANIA INVESTMENT CENTRE (TIC)

Tanzania Investment Centre (TIC) was established in 1997 by the Tanzania Investment Act (Cap 38 R.E 2015) as the primary Agency of the Government under the Ministry of Investment, Industry and Trade which is mandated to coordinate, encourage, promote and facilitate investments in Tanzania and to advise the Government on investment policy and related matters.

POST	EXECUTIVE DIRECTOR
EMPLOYER	TANZANIA INVESTMENT CENTRE (TIC)
REPORTS TO	BOARD OF DIRECTORS
SUPERVISES	HEADS OF DIRECTORATES AND UNITS
KEY COMPETENCIES/	(i) Visionary, Strategic thinker, Scenario Analyst and Planner; (ii) Business Continuity Mindset;

ATTRIBUTES	<ul style="list-style-type: none"> (iii) High level of integrity to sustain the institution's credibility within the context of national, regional and international corporate governance principles, frameworks and practices; (iv) Excellent interpersonal, communication, public relations and customer relationship skills; (v) High level of business acumen, commercial awareness and entrepreneurship skills; (vi) Strong resource mobilization and negotiation skills; (vii) Capacity to analyse and interpret big data and make sound decisions in complex and competitive investment environments; (viii) Excellent Risk Management skills; (ix) Excellent performance management skills; (x) Ability to build teams, foster team spirit, oversee and lead teams with diverse disciplines and expertise to unify their effort in investments promotion and facilitation; (xi) Ability to create investments value proposition for domestic, regional and international clients and stakeholders; (xii) Proven International Marketing skills to promote Tanzania as investment destination domestically, regionally and internationally; (xiii) Knowledge of national, regional and international investment promotion and facilitation practices; (xiv) Ability to innovate and create investments promotion and facilitation solutions to high end, mid end and emerging investors; (xv) Ability to interpret policy objectives for establishment of Tanzania Investment Centre, the country development agenda, economic policies and the Centre's position in implementation of the national policies and agenda; and (xvi) Understanding of public policies, laws and regulations related to domestic, regional and international investments promotion and facilitation.
LANGUAGES	Multilingual preferably Kiswahili and English. Knowledge of other languages such as French, Spanish, Arabic and Chinese will be an added advantage.
JOB SUMMARY	Manage and develop the Tanzania Investment Centre (TIC) to be an effective, efficient and credible institution that will promote Tanzania as an attractive and lucrative investment destination within the context of its Vision, Mission and Objectives.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> (i) Providing pro-active leadership to the Centre through approved TIC Investment Facilitation and Promotion Policies, Regulations and Guidelines; (ii) Monitoring the Centre's performance periodically and providing guidance, direction and advocacy in order to achieve the set goals and objectives; (iii) Approving the strategic and operational plans that markets the Centre to the Government and Investors; (iv) Liaising with other relevant bodies with the purpose of providing strategic advice on the development of the country as a whole; (v) Overseeing harmonization of the Investment promotion and facilitation policies and practices with a view to competitively place TIC as a first class regional and global Investment Promotion Agency; (vi) Serving as Accounting Officer of the Centre and negotiates for adequate sources of funding from local and international sources to

	<p>sustaining the Centre's operations;</p> <p>(vii) Monitoring Centre's Performance in investment promotion through various directorate's reports, interviews, discussion and queries;</p> <p>(viii) Reporting quarterly and annual action plans, budgets and operational needs to the Centre's Board;</p> <p>(ix) Maintaining conducive work environment by advocating compliance to Government and Centre's rules and regulations;</p> <p>(x) Maintaining proper communication and relationship with relevant stakeholders through forums, exhibitions, media with a view to create, attract and maintain investment promotion awareness hence enhancing corporate image of the Centre's;</p> <p>(xi) Directing and overseeing the coordination, planning and preparation of Budget for the Centre;</p> <p>(xii) Planning, directing, organizing, monitoring and controlling all matters related to procurement in the Centre;</p> <p>(xiii) Maintaining requisite skills by appointing, training, promoting, transferring, demoting, and dismissing staff through recommendation of such to the Board; and</p> <p>(xiv) Serving as a Secretary of the TIC Board.</p>
QUALIFICATIONS	Master's Degree in one of the following fields: Business Administration, Economics, Finance, Accounting, Marketing or Law from a recognized Institution. A candidate with Accounting profession must have CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA. Holding a PhD in any of the above field will be an added advantage.
EXPERIENCE	Must have at least ten (10) years working experience of which five (5) years should be in a Managerial position in a reputable organisation. Experience in investment promotion and facilitation will be an added advantage.
AGE LIMIT	Not more than fifty five (55) years.
TERMS OF EMPLOYMENT	Contractual between Three (3) to five (5) years renewable based on performance.
REMUNERATION	Negotiable
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. All applicants must be citizens of Tanzania;
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention or in the email sent to Deloitte Consulting Limited for their attention;**

- 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 Public Service Secretariat Recruitment Portal or attached to the scanned copy of the CV sent through email address of Deloitte Consulting Limited;
- 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 (3) 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) or National Council for Technical Education (NACTVET) where applicable;
- xiii. 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 or Managing Partner, Deloitte Consulting Limited,**

**3rd Floor, Aris House, Plot 152, Haile Selassie Road, Oysterbay, P.O.BOX 1559,
Dar es Salaam, TANZANIA.**

- xiv. Deadline for application is 26th October, 2022.
- xv. Only shortlisted candidates will be informed on the date of interview and;
- xvi. 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 deloitte@deloitte.co.tz

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**