

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/523

1st May, 2024

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of The Planning Commission (PC), Public Service Recruitment Secretariat (PSRS), Invites talented, results-oriented dynamic, innovative, experienced, and suitable qualified Tanzanians to fill (11) vacant posts as follows; Director of Innovation, Research and Development, Director of Trade and Private Sector Engagement, Director of National Key Results Areas, Director of Performance, Monitoring and Evaluation, Manager of Research and Innovation, Manager of Systems and Capacity Building, Manager of National Economic Key Results Areas, Manager of National Social Key Results Areas, Manager of International Trade and Economic Cooperation, Manager of Government Communication Unit, Manager of Risk Management and Quality Assurance.

2.0 THE PLANNING COMMISSION (PC)

The Planning Commission was established under the Planning Commission Act No. 1 of 2023 responsible for the management of the economy, planning process, and implementation of the national development plans as approved to secure sustained national economic growth and development. The Commission is under the President's Office and as a Think Tank, will work as a network of professionals with reputable expertise and competencies in planning, research, innovation, performance monitoring, and evaluation.

POST	DIRECTOR OF INNOVATION, RESEARCH AND DEVELOPMENT
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	EXECUTIVE SECRETARY
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To devise strategies for the development of innovative science and technology in the country; ii. To foster innovation approaches in development planning and implementation; iii. To identify the commission research on any matter the Commission deems relevant to the economy; iv. To ascertain resource capabilities through research, studies, periodic review and appraisal for the purpose of sustainable implementation of national development plans; v. To collaborate with national, international and academic institutions on research issues; vi. To analyse and disseminate research findings; vii. To develop research guidelines relevant to the socio-economic development; and viii. To perform any related duties as may be assigned by Supervisor.

QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment, Finance, Business administration majoring in Finance from recognized institution. Master Degree must be related to Bachelor Degree. • Global perspective knowledge, Competitive and Comparative, advantage skills and Regulatory Compliance will be an added advantage
WORK EXPERIENCE	Ten (10) years' of working experience in related field and two (2) years in managerial positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 11
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	DIRECTOR OF TRADE AND PRIVATE SECTOR ENGAGEMENT
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	EXECUTIVE SECRETARY
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> To analyse international trade situation and advise on policies and strategies formulation for promoting external trade; To provide guidance on economic relations with other countries, regional and international organizations; To develop trade related strategies for policy dialogue with other countries, regional and international organizations;

	<ul style="list-style-type: none"> iv. To advice on bilateral and multilateral trade agreements; v. To facilitate private sector engagement in support of development planning and implementation; vi. To monitor, evaluate and analyze international economic trends and developments and assess their implications on the domestic economy; vii. To evaluate the impact of external assistance on economic development and advice accordingly; and viii. To perform any related duties as may be assigned by Supervisor.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment, Finance, Marketing, Business administration majoring in Finance from recognized institution. Master Degree must be related to Bachelor Degree. • Private Sector integration skills, Conflict resolution skills, and Global perspective knowledge will be an added advantage
WORK EXPERIENCE	Ten (10) years' of working experience in related field and two (2) years in managerial positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 11
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	DIRECTOR OF NATIONAL KEY RESULTS AREAS
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	EXECUTIVE SECRETARY
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To facilitate identification of NKRA's, ii. To coordinate and facilitate the implementation of NKRA's programs; iii. To prepare periodic implementation and performance reports for detailed NKRA's programs and projects; iv. To analyse and verify performance reports from Public Institutions and implementing Agencies; v. To provide advice and solutions to remove bottlenecks in the implementation of the NKRA's programs; vi. To provide in-house consultancy and advisory to the Government on NKRA's; vii. To plan and conduct labs activities; viii. To facilitate development of performance contracts for Ministers involved in program and projects falling under their Ministries; ix. To facilitate development of National and Ministerial Key performance indicators for the program and projects; x. To carry out independent assessment of the performance of the Ministries in NKRA's; and xi. To perform any related duties as may be assigned by Supervisor.

QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment from recognized institution. Master Degree must be related to Bachelor Degree. • Strategic alignment and data driven decision making will be an added advantage
WORK EXPERIENCE	Ten (10) years' of working experience in related field and two (2) years in managerial positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 11
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	DIRECTOR OF NATIONAL PLANNING
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	EXECUTIVE SECRETARY
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To formulate the national development vision, long term and medium-term development plans and oversee its implementation; ii. To conduct periodic assessment and analysis of key economic variables including balance of payments, money supply and prices, national debts and advise the Government accordingly; iii. To assess various existing policies with a view to strengthening their implementation in regard to development planning and to propose new policies where it is deemed necessary in the national interest; iv. To oversee preparation of Sectoral strategic plans and align to the national plans; v. To advise the Government on any change in the approved national plans; vi. To identify and analyse growth potentials and strategies of the infrastructure and service sectors; vii. To oversee and provide guidance in the preparation of strategic plans formulated by ministries, independent departments, executive agencies, regional secretariat and local government authorities; viii. To develop and nurture economic, planning, statistics and other similar professionalism; ix. To convene and facilitate special consultative fora of key stakeholders in the formulation and implementation of national plans

QUALIFICATIONS	<ul style="list-style-type: none"> Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment or related qualifications from recognized institution. Master Degree must be related to Bachelor Degree.
WORK EXPERIENCE	Ten (10) years' of working experience in related field and two (2) years in managerial positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 11
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF RESEARCH AND INNOVATION
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	Director of Planning and Budgeting

DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> i. To carry out research and innovations and provide a basis for making informed decisions on the future direction of the Commission; ii. To develop guidelines on research and innovation matters for the Commission; iii. To review and advise on policy papers prepared by other ministries; iv. To execute the Government’s policy regarding scientific and technical research, technological development and innovation in the Commission; v. To provide advice to the Commission on policy matters in areas of research and innovations; vi. To provide technical support in developing research proposals and conducting research to the Divisions and Units within the Commission; vii. To formulate and prepare research project proposals for the purpose of soliciting funds from development partners and other sources; viii. To develop strategies to ensure the use of research findings; and ix. To perform any related duties as may be assigned by Supervisor.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Finance, Economics planning, Planning and investment from recognized institution. Master Degree must be related to Bachelor Degree. • Technology Adoption, Learning and Development and Risk Management will be an added advantage
WORK EXPERIENCE	Work experience of at least eight (8) years’ and should be at Senior positions

TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 10
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF SYSTEMS AND CAPACITY BUILDING
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	DIRECTOR OF PERFORMANCE, MONITORING AND EVALUATION
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> i. To maintain National Projects Management Information System (NPMIS); ii. To monitor and evaluate the implementation of national plans; iii. To develop and implement National M&E capacity building programme; iv. To develop and design national integrated M&E data collection instruments; v. To oversee implementation of National M&E capacity building programme; vi. To oversee implementation of national integrated M&E data collection instruments; and vii. To perform any related duties as may be assigned by Supervisor.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment, Finance, Marketing, Business administration majoring in Finance or related qualifications from recognized institution. Master Degree must be related to Bachelor Degree.

	<ul style="list-style-type: none"> • Process Stabilizer, Technology Adoption and Cross function collaboration will be an added advantage.
WORK EXPERIENCE	Work experience of at least eight (8) years' and should be at Senior positions
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 10
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF NATIONAL ECONOMIC KEY RESULTS AREAS
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	DIRECTOR OF NATIONAL KEY RESULTS AREAS
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> i. To prepare guidelines and operational procedures for implementing NEKRAs; ii. To facilitate the implementation of pre-determined NEKRAs programs; iii. To prepare periodic implementation reports for detailed NEKRAs programs and projects; iv. To provide analytical support and recommendations to overcome key implementation challenges; v. To prepare stakeholders fora for sharing findings on the performance of NEKRAs programs; vi. To carryout periodic monitoring and evaluation of implementation of NEKRAs programs and provide feedback to all relevant authorities; vii. To monitor implementation of Performance contracts for NEKRAs;

	<p>viii. To facilitate independent assessment of the performance in the respective NEKRAs; and</p> <p>ix. To perform any related duties as may be assigned by Supervisor.</p>
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Economics planning or related qualifications from recognized institution. Master Degree must be related to Bachelor Degree. • Diversification of economy, Resource Allocation, Value addition, Investment promotion and Regulatory will be an added advantage.
WORK EXPERIENCE	Work experience of at least eight (8) years and should be at Senior positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 10
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF NATIONAL SOCIAL KEY RESULTS AREAS
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	DIRECTOR OF NATIONAL KEY RESULTS AREAS
DUTIES AND RESPONSIBILITIES	<p>i. To prepare guidelines and operational procedures for implementing NSKRA's;</p> <p>ii. To facilitate the implementation of pre-determined NSKRA's programs;</p> <p>iii. To prepare periodic implementation reports for detailed NSKRA's programs and projects;</p>

	<ul style="list-style-type: none"> iv. To provide analytical support and recommendations to overcome key implementation challenges; v. To prepare stakeholders fora for sharing findings on the performance of NSKRA programs; vi. To carryout periodic monitoring and evaluation of implementation of NSKRA programs and provide feedback to all relevant authorities; vii. To monitor implementation of Performance contracts for NSKRA; viii. To facilitate independent assessment of the performance in the respective NSKRA; and ix. To perform any related duties as may be assigned by Supervisor.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Economics planning or related qualifications from recognized institution. Master Degree must be related to Bachelor Degree. • Equity and Inclusiveness skills, Social Integrations and Community engagement will be an added advantage.
WORK EXPERIENCE	Work experience of at least eight (8) years and should be at Senior positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 10
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF INTERNATIONAL TRADE AND ECONOMIC COOPERATION
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	DIRECTOR OF TRADE AND PRIVATE SECTOR ENGAGEMENT
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> i. To monitor, evaluate and analyse international economic trends and developments and assess their implications on the domestic economy; ii. To analyse international trade situation and advise on policies and strategies formulation for promoting external trade; iii. To provide guidance on economic relations with other countries, regional and international organisations; iv. To analyse the status of the country in international trade and advise on appropriate policies and strategies for promoting external trade; v. To provide advice on bilateral and multilateral trade agreements; vi. To evaluate the impact of external assistance on economic development and advice accordingly; vii. To evaluate performance of regional and international trade in the economy and advice accordingly; and viii. To perform any related duties as may be assigned by Supervisor.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment, Finance, Marketing, Business administration majoring in Finance from recognized institution. Master Degree must be related to Bachelor Degree.

	<ul style="list-style-type: none"> International Partnership, Investment Attraction, Global Supply chain integration, Custom and Trade facilitation and Adaptation to global changes will be an added advantage
WORK EXPERIENCE	Work experience of at least eight (8) years and should be at Senior positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATION/SALARY SCALE	PCSS 10
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF GOVERNMENT COMMUNICATION UNIT
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	EXECUTIVE SECRETARY
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> i. To develop and implement Commission's communication strategy; ii. To undertake stakeholder analysis and message scoping; iii. To study issues emerging from medium and long-term plans implementation and develop communication responses; iv. To facilitate public engagement in the Commission's programs; v. To raise public awareness on the functions and activities of the Commission; vi. To coordinate press briefings for the Commission; vii. To coordinate and contribute to the information content of the Commission's website;

	<ul style="list-style-type: none"> viii. To coordinate preparation and production of office articles and newspapers; ix. To provide interface between the Commission with other Government entities and the public in general; x. To prepare and disseminate information to the public on policies, programs and reforms undertaken by the Commission; xi. To conduct Media monitoring and analysis; xii. To manage and update the Commission's Website; xiii. To coordinate and supervise the Commission's participation in National and International exhibitions; and xiv. To perform any other related duties as may be assigned by the Executive Secretary.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Public Relations, Marketing, Journalism, Mass Communication, Business Communication from a recognized Institution. Master Degree must be related to Bachelor Degree. • Public awareness, stakeholder management, Government planning, Internal Communication and Language Access will be an added advantage.
WORK EXPERIENCE	Work experience at least eight (8) years' working experience in related field and should be at Senior positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 10
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF RISK MANAGEMENT AND QUALITY ASSURANCE
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	EXECUTIVE SECRETARY
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> i. To develop and review the Risk Management for the Commission; ii. To monitor and evaluate the implementation risk management in the Commission; iii. To identify, Analyse, Evaluate, Treat and Monitor strategic risks associated with the Commission's operations; iv. To build capacity on Risk Management within the Commission; v. To prepare reports on effectiveness of mitigation measures; and vi. To perform any other related duties as may be assigned by the Executive Secretary.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment, Finance, Business administration majoring in Finance, Risk Management, Actuarial Science from a recognized Institution. Master Degree must be related to Bachelor Degree. • Performance metrics, Stakeholder Management, Risk and compliance Management will be an added advantage
WORK EXPERIENCE	Work experience of at least eight (8) years and should be at Senior positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.

REMEUNERATIION/SALARY SCALE	PCSS 10
APPLICATION TIME LINE	Twenty one (21) days from the date of the advertisement

POST	MANAGER OF INNOVATION
EMPLOYER	THE PLANNING COMMISSION (PC)
REPORTS TO	DIRECTOR OF INNOVATION, RESEARCH AND DEVELOPMENT
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> i. To devise strategies for the development of innovative science and technology in the country; ii. To foster innovation approaches in development planning and implementation; iii. To facilitate the utilization of technologies and innovations for social-economic development, iv. To advice on appropriate innovative technologies for productive sectors; v. To develop guidelines for undertaking innovations for social-economic development; vi. To formulate long and medium-term programmes for promoting innovation in the country; and vii. To perform any other related duties as may be assigned by the Executive Secretary.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields; Economics, Statistics, Economics and Statistics, Project planning and Management, Economics planning, Planning and investment, Finance, Business administration majoring in Finance from a recognized Institution. Master Degree must be related to Bachelor Degree.

	<ul style="list-style-type: none"> Data driven innovation, Intellectual property, Competitive and comparative advantages will be an added advantage
WORK EXPERIENCE	Work experience of at least eight (8) years and should be at Senior positions.
TERMS OF EMPLOYMENTS	PERMANENT AND PENSIONABLE.
REMEUNERATIION/SALARY SCALE	PCSS 10
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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 generally with an age not above 45 years except for those who are in Public Service should not exceed 55 years.**
- iii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat 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); and
 - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and Form VI results slips; and
 - Testimonials and Partial transcripts.
- vii. An applicant must upload a 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. 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, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **21st May, 2024;**
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate 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:

**ACTING SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**