TANZANIA BUREAU OF STANDARDS

EMPLOYMENT OPPORTUNITIES

Tanzania Bureau of Standards (TBS) is Tanzania sole Standards body, formerly established by the Standards Act No. 3 of 1975, which was repealed and replaced by the Standards Act No. 2 of 2009. It is a Parastatal Organization under the Ministry of Industry and Trade. The core functions of TBS include the formulation of a wide range of national standards for products and services, and overseeing the implementation of these standards in industry and trade through the already well-established certification schemes.

TBS is currently looking for dynamic, committed, suitably qualified, competent, dedicated and self-motivated Tanzanians within the Public Services to fill the following vacancies through transfer after successful interview:

1. DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION (DHRA) - 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director General
Supervises: Human Resources Manager
            Administration Manager
Salary Scale: TBSS 15

Entry Qualifications
Holder of Master’s Degree in Human Resource Management, Public Administration or Business Administration (Human Resource Management) with Bachelor’s Degree in Human Resource Management, Public Administration, International Relations or equivalent qualifications from a recognized institution and at least ten (10) years’ work experience in a reputable organization eight (8) of which must be at managerial position or has attained the position of the Principal Officer.

Personal Attributes
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
• Excellent analytical ability
• Fluent in English and Kiswahili
• Excellent interpersonal and communication skills
• Ability to interact with superiors, peers and subordinates

Duties and Responsibilities
i Advises the Director General on Administrative and Human Resources matters;
ii Ensures the provision of services by implementing the human resource and administrative policies and regulations as set by the Bureau;
iii Provides leadership in the execution of human resource functions related to recruitment, emoluments, staff training and development, appraisals, confirmations, promotions, and coordination of disciplinary matters for the entire staff of the Bureau;
iv Ensures that staff records are continuously updated and well maintained in liaison with other Directorates, Sections and Units;
v Custodian of the labour laws, Staff Regulations, Schemes of Service, and other documents relevant to staff administration;
vi Sets strategies for good industrial relations in the workplace and ensures their implementation;
vii Develops policies and procedures on staff remuneration and salary administration, pension and terminal benefits and staff welfare;
viii Reviews and advises on detailed training programmes and co-ordinates implementation;
ix Coordinates the preparation of Administration and Human Resource budget;
x Oversees the maintenance of all buildings, equipment and vehicles;
xi Ensures that all assets are insured;
xii Produces periodic reports on human resources and administrative activities;
xiii Administers payroll and remuneration;
xiv Performs any other related duties as may be assigned by the Director General.

2. HUMAN RESOURCE MANAGER (HRM) - 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director of Human Resources and Administration
Supervises: Human Resource Officers
Salary Scale: TBSS 14

Entry Qualifications
Holder of Master’s Degree in Human Resource Management, Public Administration or Business Administration (Human Resource Management) with Bachelor’s Degree in Human Resource Management, Public Administration, International Relations or equivalent qualifications from a recognized institution and at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

Personal Attributes
• High integrity
• Innovative
• Outstanding leadership talents
• Clear understanding of work ethics in public organizations
• Excellent analytical ability
• Fluent in English and Kiswahili
• Excellent interpersonal and communication skills
• Ability to interact with superiors, peers and subordinates

Duties and Responsibilities
i Coordinate staff recruitments, selections, placements, confirmations, promotions and transfers;
ii Carry out human resources planning to determine supply and demand for professionals under TBS;
iii Administer salaries and process payrolls;
iv Coordinate implementation of Open Performance Review and Appraisal System (OPRAS), assess the appraisal results; prepare implementation reports; and make follow-ups on the implementation of the recommendations on individual OPRAS forms;
v Oversee employee’s benefits (pension, allowances etc) and entitlements;
vi Prepare Annual Personnel Emolument Estimates;

vii Oversee services related to termination from the service (retirement, resignation, etc);

viii Prepare and facilitate implementation of succession plans;
ix Facilitate orientation/induction programs for new entrants in the service;
x Carry out training needs assessment for the TBS and prepare training programs;
x Facilitate Human Resource training and career development (professional development, performance improvement, pre-retirement, part-time, and overseas) for the TBS;
xii Monitor and evaluate implementation of institutional training programs; and prepare training reports;
xiii Carry out assessment of professional requirements for the institution; develop and implement staff development plans; and
xiv Initiate and co-ordinate in-house courses and on the job training.
xv Performs any other related duties as may be assigned by the Director of Human Resource and Administration.

3. ADMINISTRATION MANAGER (AM) – 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director of Human Resources and Administration
Supervises: Administrative, Maintenance, Transport and Estate staff
Salary Scale: TBSS 14

Entry Qualifications
Holder of Master’s Degree in Human Resource Management, Public Administration or Business Administration (Human Resource Management) with Bachelor’s Degree in Human Resource Management, Public Administration, International Relations or equivalent qualifications from a recognized institution and at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

**Personal Attributes**
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates

**Duties and Responsibilities**
1. Interpret and ensure adherence to Public Service Regulations, Standing Orders and other Labour laws;
2. Facilitate employee relations and welfare including health, safety, sports and culture;
3. Provide registry, messengerial and courier services; and manage office records;
4. Provide printing services including photocopying, binding, lamination and duplication of documents;
5. Handle all protocol matters;
6. Management of outsourced services including cleaning, gardening, catering, air ticketing, MV garage, photocopiers services, etc.
7. Facilitate provision of security services, transport and general utilities;
8. Facilitate general custodian services to include maintenance of office equipment, buildings and grounds;
9. Coordinate implementation of ethics and value promotion activities including prevention of corruption practices;
10. Implement diversity issues including gender, disability, NCDs, HIV/AIDS and be the Office’s Gender Focal Point;
11. Coordinate implementation of Private Sector Participation (PSP) in the Office;
12. Coordinate implementation of Business Process Improvement in the Office;
13. Advise on organizational efficiency of the Office; Coordinate implementation of Client Service Charter;
14. Performs any other related duties as may be assigned by the Director of Human Resource and Administration.

4. **HEAD OF LEGAL UNIT – HLU (CORPORATE SECRETARY - CS) - 1 POST**

**Organizational Relationship**
- **Appointed by:** Board of Directors
- **Responsible to:** Director General
- **Supervises:** Legal Officers
Entry Qualifications
Holder of Master’s Degree in Law (LLM) or equivalent qualifications from a recognized institution and be licensed as Advocate of the High Court of Tanzania with at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

Personal Attributes
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates

Duties and Responsibilities
i Advises the Bureau on legal matters relating to the Bureau functioning
ii Provides support on ensuring that corporate governance matters are appropriately addressed within the Bureau
iii Liaise with Attorney General Chambers and parent Ministry on preparation of proposed bill/Act, Subsidiary legislation, regulation, rules, orders, etc;
iv Maintain a data base on legal proceedings and ensure safe custody of all legal documents including statutes, Government notices, contracts and agreements;
v Administers Board matters and convene board meetings in consultation with the Board Chairman/person
vi Ensures that the Bureau complies with standard financial and legal practice and maintains high standards of corporate Governance.
vi Handles corporate legal issues including representing the Bureau in matters of litigation
viii Provides legal advice to the Director General in relation to TBS corporate matters for better implementations of laws, regulations, rules, contracts agreement and other legal instruments;
ix Provides appropriate interpretation of statutes, international and local agreements relating to the functions of the Bureau
x Manages the Legal Unit by formulating short- and long-term work plans for the Unit and supervising the implementation of such plans;
xi Provide inputs in various negotiations and meetings that call for legal expertise;
-xii Liaise with Office of Attorney General and parent Ministry on litigation of civil and criminal cases and other claims involving the Bureau;
xiii Vets all legal documents emanating from outside the organization in which TBS is a party;
xiv Provides a proper recording and custody of contracts implementation follow up and ensuring that contractual obligations are met.
xv Performs any other related duties as may be assigned by the Director General.
5. HEAD OF PROCUREMENT MANAGEMENT UNIT (HPMU) - 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director General
Supervises: Procurement Officers and Procurement Technicians
Salary Scale: TBSS 14

Entry qualifications
Holder of a Master’s Degree in Procurement or related field from a recognized institution with at least eight (8) years’ work experience in a reputable organization, five (5) of which must be at senior position. Must be Certified Procurement and Supplies Professional and must be registered by the Procurement and Supplies Professionals and Technicians Board (PSPTB) as Authorized Procurement Officer/Stock Verification Officer.

Personal Attributes
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates
- Knowledgeable in procurement and supplies.

Duties and Responsibilities
i Provides advice on matters pertaining to the procurement of goods and services and logistics management.
ii Develop Annual Procurement Plan for the Bureau.
iii Procure, maintain and manage supplies, materials, and services to support the logistical requirements of the Bureau.
iv Handle, store and timely distribute office supplies and materials.
v Maintain and update inventory of goods, supplies and materials.
vi Ensure that TBS adheres to procurement processes and procedures as per the Public Procurement Act.
vi Be Secretariat to the tender board as per the Public Procurement Act (PPA) of 2011.
viii Any other related duties as may be assigned by the Director General.

6. HEAD OF PUBLIC RELATIONS AND MARKETING UNIT (HPRM) - 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director General
Supervises: Public Relations Officers and Marketing Officers
Salary Scale: TBSS 14

Entry qualifications
Holder of Master’s Degree in Journalism, or Business Administration (MBA) majoring in Marketing or Mass Communication or any degrees in Social Sciences with a major in Mass Communication from a recognized institution with at least eight (8) years’ work experience in a reputable organization, five (5) of which must be at senior position.

Personal Attributes
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates
- Knowledgeable in public relations and marketing services.

Duties and Responsibilities
i Advise Management in Public Relations Policy.
ii Supervises evaluation of marketing research and development requirements of the Bureau.
iii Coordinates marketing research to provide information/statistics required for marketing planning and management and coordination of all Public Relations matters.
iv Supervises preparation of Media Programmes and ensures media contacts are maintained.
v Coordinates staff welfare
vi Supervises meeting with TBS visitors and arrange their accommodation.
vii Supervises preparation of publicity materials and manuals.
viii Coordinates familiarization tours of visitors to the Bureau.
ix Supervises drafting of press releases and other press statements
x Coordinates information system within the Bureau
xi Coordinates all Public Relations activities which are geared towards the attainment of the Bureau’s short- and long-term objectives
xii Supervises analyzing of public complaints, criticism and enquiries with a view to improving and promoting the Bureau’s public image by suggesting to management on the appropriate remedial actions
xiii Monitors advertising activities in the press
xiv Organizing the Bureau’s participation in trade fairs and similar events
xv Coordinates all Standardization/Quality Control publicity
xvi Coordinates development and expansion of the market mix of the Bureau with the view to diversify target markets
xvii Ensures preparation of promotional brochures
xviii Ensures development of long-term strategy for improving the business environment
xix Coordinates business and develop business relations with clients
xx Any other related duties as may be assigned by the Director General.

7. PLANNING AND BUDGETING MANAGER (PBM) - 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director General
Supervises: Planning, Budgeting, Monitoring and Evaluation Officers
Salary Scale: TBSS 14

Entry Qualifications
Holder of Master’s Degree in Economics, Statistics, Planning or Business Administration with a degree in Economics or equivalent qualifications from a recognized institution and at least eight (8) years’ work experience in a reputable organization five (5) of which must be at Senior position.

Personal Attributes
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates

Duties and Responsibilities
i Coordinates formulation of strategic plan and annual plans;
ii Develops strategies for resource mobilization;
iii Provides technical support for institutionalization of strategic planning and coordination of budgeting matters;
iv Coordinates preparation of the Bureau's budget and periodic performance reports;
v Develops monitoring and evaluation plans and provides technical support in institutionalization of monitoring and evaluation process;
vi Monitors the implementation of business plans and other short- and long-term plans;
vii Performs any other related duties as may be assigned by the Director General.

8. INFORMATION AND LIBRARY SERVICES MANAGER (ILM) - 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director of Standards Development
Supervises: Library and Editing Staff
Salary Scale: TBSS 14

Entry qualifications
Holder of Master’s degree in Mass Communication, Linguistics, Information Studies or Librarianship or equivalent qualifications with at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

**Personal Attributes**
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates

**Duties and Responsibilities**

i. Review, edit and proof-read standards and related materials;

ii. Drafts and recommends information dissemination policies

iii. Evaluates and administers library programs

iv. Directs the development and maintenance of library materials

v. Confers with other public libraries, corporations, and community groups in the development of library programs

vi. Coordinates interlibrary program efforts

vii. Oversees provision of reference and reader’s advisory services

viii. Manages the functions of the WTO/TBT National Enquiry Point (NEP)

ix. Oversees collection and dissemination of inputs for effective operationalization of the National Notification Authority (NNA)

x. Edit or proofread standards manuscripts;

xi. Edit Bureau’s website contents and Develops Bureau’s website contents in collaboration with the Bureau’s Editorial Board;

xii. Oversees standards editing, publishing and documentation

xiii. Sets and enforces the Bureau’s technical editing policies and procedures

xiv. Advises Management on appropriate editorial policies;

xv. Sale Tanzania, foreign and International standards;

xvi. Liaises with Standards Manager in ensuring the suitability and correctness of standards

xvii. Performs any other related duties as may be assigned by the Director of Standards Development

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9. **METROLOGY MANAGER (MM) - 1 POST**

**Organizational Relationship**

- **Appointed by:** Board of Directors
- **Reports to:** Director of Testing and Metrology
- **Supervises:** Metrologists
- **Salary Scale:** TBSS 14

**Entry qualifications**
Holder of Master's degree in Applied or Natural Sciences or equivalent qualifications from a recognized institution with at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

**Personal Attributes**
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates
- Knowledgeable in Standardization, Quality Assurance, Metrology and Testing.

**Duties and responsibilities**

i. Identifies priority areas for expanding scope of calibration activities in the section
ii. Supervises the implementation of quality management systems and calibration activities
iii. Ensures that accreditation is achieved, maintained and expanded
iv. Ensures national standards are continuously traceable to international standards
v. Ensures availability of primary standards in all fields of calibration scope
vi. Facilitates gazetting of all available national measurement standards
vii. Implements safety procedures and regulations
viii. Prepares quality manual, procedures and metrology methods
ix. Provides technical advice to clients on matters related to metrology
x. Maintains primary and secondary calibration standards
xi. Develops, documents and maintains calibration systems and procedures
xii. Ensures that technical audits are conducted in metrology laboratories
xiii. Performs any other related duties as may be assigned by the Director of Testing and Metrology

**10. IMPORT AND INSPECTION MANAGER (IIM) - 1 POST**

**Organizational Relationship**
- **Appointed by:** Board of Directors
- **Reports to:** Director of Quality Management
- **Supervises:** Quality Assurance Officers, Inspectors and Inspection Technicians
- **Salary Scale:** TBSS 14

**Entry Qualifications**
Holder of Master's degree in Applied or Natural Sciences or equivalent qualifications from a recognized institution with at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

**Personal Attributes**
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates
- Knowledgeable in Standardization, Quality Assurance, Metrology and Testing.

Duties and Responsibilities
i. Supervises implementation of Import Regulations and associated Regulations
ii. Enforce approved standards
iii. Oversees inspections in industry and trade as part of quality assurance
iv. Coordinates the updating and review of procedures and quality manuals
v. Coordinates meetings with service providers related to implementation of import Regulations
vi. Maintains certification, accreditation and Regulatory documentation
vii. Advice importers or clients on TBS batch certification schemes regulations and procedures; and
viii. Performs any other related duties as may be assigned by the Director of Quality Management

11. CERTIFICATION MANAGER (CM) - 1 POST

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director of Quality Management
Supervises: Quality Assurance Officers and Inspectors
Salary Scale: TBSS 14

Entry Qualifications
Holder of Master’s degree in Applied or Natural Sciences or equivalent qualifications from a recognized institution with at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

Personal Attributes
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates
- Knowledgeable in Standardization, Quality Assurance, Metrology and Testing.
Duties and Responsibilities

i. Supervises implementation of Certification and Tested Products Regulations and associated Regulations
ii. Coordinates development of audit standards, policies and procedures
iii. Provides technical assistance related to standards for smooth transaction to exporters of products;
iv. Coordinates the updating and review of procedures and quality manuals
v. Supervises review, document and report on the QMS to the Bureau’s executive management
vi. Supervises documentation, implementation and maintenance of Management Certification Systems
vii. Maintains licensing, accreditation and regulatory documentation
viii. Coordinate standards pre-implementations conference for products certification; and
ix. Performs any other related duties as may be assigned by the Director of Quality Management

12. ZONAL MANAGER (ZM) - 5 POSTS
   a) Arusha Zone - 1 Post;
   b) Dodoma Zone – 1 Post;
   c) Mbeya Zone – 1 Post;
   d) Mtwara Zone – 1 Post and
   e) Mwanza Zone – 1 Post.

Organizational Relationship
Appointed by: Board of Directors
Reports to: Director of Quality Management
Supervises: Zonal staff
Salary Scale: TBSS 14

Entry Qualifications
Holder of Master’s degree in Applied or Natural Sciences or equivalent qualifications from a recognized institution with at least eight (8) years’ work experience in a reputable organization five (5) of which must be at senior position.

Personal Attributes
- High integrity
- Innovative
- Outstanding leadership talents
- Clear understanding of work ethics in public organizations
- Excellent analytical ability
- Fluent in English and Kiswahili
- Excellent interpersonal and communication skills
- Ability to interact with superiors, peers and subordinates
- Knowledgeable in Standardization, Quality Assurance, Metrology and Testing.

Duties and Responsibilities
i. Supervises implementation of Import Regulations and associated Regulations
ii. Supervises upcountry inspectors to ensure that the highest standards of quality and service are maintained
iii. Oversees inspections in industry and trade as part of quality assurance
iv. Oversees documentation, implementation and maintenance of management certification systems
v. Participates in updating and review of procedures and quality manuals
vi. Maintains certification, accreditation and Regulatory documentation
vii. Prepares plan of action and budgets for zonal offices
viii. Ensure that financial regulations, policies and procedures are adhered to;
ix. Ensures the Bureau's activities in zonal office are performed effectively
x. Ensures that inspection and testing activities are conducted effectively in zonal offices
xi. Implements quality assurance programs to ensure full compliance with national regulations
xii. Updates and reviews procedures and quality manuals for zonal offices
xiii. Ensures that testing services are of the best quality, cost effective and are carried out in an expeditious manner
xiv. Ensures accreditation of laboratories and their conformity to ISO/IEC 17025 and ISO/IEC 17065 accreditation requirements
xv. Encourages or undertakes educational work in connection with standardization, quality assurance, metrology, testing and environment
xvi. Provides for co-operation with government or the representatives of any industry or with any statutory corporation or other person, with a view to securing the adoption and practical application of standards
xvii. Provides advisory services in the fields of accreditation, testing, packaging and calibration
xviii. Ensures the provision of services by implementing the human resource and administrative policies and regulations as set by the Bureau;
xix. Performs any other related duties as may be assigned by the Director of Quality Management

REMUNERATION

All above vacancies carry on attractive remuneration package and fringe benefits in accordance with the approved TBS Schemes of Service as per qualifications and experience stated in the specific vacant post.

NB: GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania working in Public Service prepared to transfer his/her service to TBS after successful performance in the interview;
ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
ii. Applicants should apply on the strength of the information given in this advertisement;

iii. Applicant should write title of the post applied in the top right side of the envelope;

iv. Applicant for Zonal Manager post must indicate specific zone in the subject line of the application letter from the five zones mentioned in this advert;

iv. Applicants must attach their certified copies of the following certificates;
   • Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
   • Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
   • Verified by NECTA Form IV and Form VI National Examination Certificates; and
   • Birth certificate.

v. Attaching copies of the following certificates is strictly not accepted
   • Form IV and form VI results slips; and
   • Testimonials and all Partial transcripts.

vi. Applicants should route their application letters through their respective employers;

vii. Applicants should indicate three reputable referees with their reliable contacts;

viii. Applicants with special needs/case (disability) are supposed/advised to indicate;

ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);

x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);

xi. Presentation of forged certificates and other information will necessitate to legal action.

xii. A signed application letters should be written in English and Addressed to the following address;

Chairperson,
Search and Selection Team of the Board of Directors,
Tanzania Bureau of Standards,
P.O. Box 9524,
Dar Es Salaam.

xiii. Deadline for application is 17th April, 2019;

xiv. Only short-listed candidates will be informed on a date for interview.