

TANZANIA BUREAU OF STANDARDS



EMPLOYMENT OPPORTUNITIES

Tanzania Bureau of Standards (TBS) is Tanzania's sole Standards body, formerly established by the Standards Act No. 3 of 1975, which was repealed and replaced by the Standards Act No. 2 of 2009.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, Trade and Investment. The Bureau is looking for suitably qualified, competent, dynamic and committed Tanzanians to fill the following vacancies:-

1. QUALITY ASSURANCE OFFICER II -17 POSTS

Direct entry qualifications

Holders of BSc. Degree in Chemistry (6), BSc. Degree in Petroleum Chemistry (3) BSc. Degree in Mechanical Engineering (3), BSc Degree in Computer Science (2), BSc Degree in Electronics and Communication Engineering (1), BSc. degree in Food Science and Technology (1) and BSc. Degree in Textile Engineering or Textile Design and Technology (1) from recognized institutions.

Duties and Responsibilities

- i. Study all aspects pertaining to inspection, quality management and certification
- ii. Assist industries in all matters related to quality assurance
- iii. Participate in preparation, implementation, maintenance and review of quality system
- iv. Carry out corrective and preventive actions
- v. May be appointed to conduct quality assurance inspections

- vi. Assist in the preparation, publication and dissemination of information
- vii. Any other related duties as may be assigned by the Head of Section

2. STANDARDS OFFICER II – 5 POSTS

Direct entry qualifications

Holders of BSc. Degree in Electrical Engineering (2), BSc. Degree in Industrial Engineering (1), BSc. Degree in Mineral Processing Engineering (1) and BSc. Degree in Geology (1) from recognized institutions.

Duties and Responsibilities

- i. Study standardization systems
- ii. Collect essential data for formulation of standards
- iii. Draft standards
- iv. Proof read draft standards
- v. Organize technical committee meetings
- vi. Secretary of technical committees
- vii. May be appointed to conduct quality assurance inspections
- viii. Any other related duties as may be assigned by Head of Section

3. INSPECTOR II -10 POSTS

Direct entry qualifications

Holders of BSc. Degree in Microbiology and Chemistry (2), BSc. Degree in Chemical and Process Engineering (4), BSc. Degree in Mechanical Engineering (2) and BSc. Degree in Chemistry (2) from a recognized institution.

Duties and Responsibilities

- i. Study all aspects pertaining to inspection, quality management and certification
- ii. Assist in conducting quality assurance inspections
- iii. Assist industries in all matters related to quality assurance
- iv. Receive, interpret and forward laboratory reports to importers/clients
- v. Seize and destroy/re-export substandard products

- vi. Authorize release of goods meeting the requirements of relevant standards
- vii. Assist in maintaining inspection records/data
- viii. Participate in preparation, implementation, maintenance and review of quality system
- ix. Assist in the preparation, publication and dissemination of information
- x. Any other related duties as may be assigned by Head of Section

4. INSPECTION TECHNICIAN II – 5 POSTS

Direct entry qualifications

Holders of Ordinary Diploma in Water Supply and Sanitation Engineering (1), Ordinary Diploma in Information Technology (1), Ordinary Diploma in Environmental Health Sciences (2) and Ordinary Diploma in Mechanical Engineering (1) from a recognized institution.

Duties and Responsibilities

- i. Conduct quality inspections of goods
- ii. Enforce approved standards
- iii. Draw and submit samples for laboratory analysis
- iv. Receive, interpret and forward laboratory reports to importers/clients
- v. Advise importers/clients on TBS Certification schemes regulations
- vi. Seize and destroy/re-export substandard products
- vii. Authorize release of goods meeting the requirements of relevant standards
- viii. Maintain inspection records/data
- ix. Any other related duties as may be assigned by Head of Section

5. DRIVER II – 3 POSTS

Direct entry qualifications

Possession of Certificate of Secondary Education (CSE) or Advanced Certificate of Secondary Education (ACSE) with a valid driving licence in a relevant category, three years working experience and Trade Test

III in auto mechanics who has attended the Advanced Driving Course and obtained the Driver Certificate Grade II at the National Institute of Transport or its equivalent.

Duties and Responsibilities

- i. Drives Bureau's vehicles
- ii. Maintains log books
- iii. Carries out simple service
- iv. Maintains assigned vehicles as per maintenance schedules
- v. Will be required to detect and maintain minor mechanical faults
- vi. Any other duties as may be assigned by the Head of Administrative Section

6. REMUNERATION

All the above posts carry attractive remuneration package and fringe benefits in accordance with the qualifications and experience stated in the specific vacant post.

7. 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 and three reputable referees with their reliable contacts.
- ii. Applicants should apply on the strength of the information given in this advertisement.
- iii. Applicants must attach their certified copies of academic certificates;
 - Degree/Diploma Certificates,
 - Degree/Diploma transcripts of not more than one year from the date of graduation,
 - Form IV and Form VI National Examination Certificates,
 - Computer Certificate,
 - Professional certificates from relevant authorities,
 - The attachments should include one recent passport size photo and a certified Copy of the applicant's birth certificate
- iv. Form IV and Form VI result slips are strictly not accepted.
- v. Testimonials, provisional results and all partial transcripts will not be accepted.

- vi. Presentation of forged certificates and other information will necessitate legal action.
- vii. Applicants employed in the public service should route their application letters through their respective employers.
- viii. Age limit is 35 years for all posts.
- ix. Applicants must be ready to work at any duty station in Tanzania
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by the National Examinations Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
- xi. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- xiii. Only shortlisted applicants will be contacted for interview.
- xiv. Application letters should be written in Swahili or English and must be signed by an applicant and the top of the envelope should bear the name of the post applied and the applicant's degree or diploma attained.
- xv. **HAND DELIVERY IS NOT ALLOWED.**
- xvi. Application should be posted in envelope to the address below not later than **Wednesday 28th June 2017**. Any application received after the due date will not be considered.

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TANZANIA

