

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/31

28th September, 2024

VACANCY ANNOUNCEMENT

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 five **(5)** vacant posts of Directors and two **(02)** Managers. The following are detailed requirements for each post advertised.

1.0 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 advise 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 skills and Regulatory Compliance will be an added advantage
WORK EXPERIENCE	Ten (10) years of working experience in related field of which two (2) years should be saved in managerial positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 11
APPLICATION TIME LINE	Fourteen (14) 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	<ul style="list-style-type: none"> i. To analyse international trade situation and advise on policies and strategies formulation for promoting external trade; ii. To provide guidance on economic relations with other countries, regional and international organizations; iii. To develop trade related strategies for policy dialogue with other countries, regional and international organizations; 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 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 of which two (2) years should be saved in managerial positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 11
APPLICATION TIME LINE	Fourteen (14) 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 NKRAs, ii. To coordinate and facilitate the implementation of NKRAs programs; iii. To prepare periodic implementation and performance reports for detailed NKRAs 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 NKRAs programs; vi. To provide in-house consultancy and advisory to the Government on NKRAs; 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 NKRAs; 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 of which two (2) years should be saved in managerial positions.
TERMS OF EMPLOYMENTS	Permanent and Pensionable.
REMEUNERATIION/SALARY SCALE	PCSS 11
APPLICATION TIME LINE	Fourteen (14) days from the date of the advertisement

POST	DIRECTOR OF PERFORMANCE, MONITORING AND EVALUATION
EMPLOYER	THE PLANING COMMISSION (PC)
REPORTS TO	Executive Secretary
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To monitor and evaluate the implementation of national plans; ii. To monitor and evaluate strategic flagship projects and measure projects implementation; iii. To monitor the implementation of Cabinet decisions on matters of planning and the management of the economy; iv. To analyse and verify performance reports from Public Institutions and implementing Agencies; v. To carry out periodic monitoring and evaluation of implementation and prepare performance reports; vi. To monitor and evaluate implementation of the Ministry's Medium-Term Strategic Plan, Annual Plans and programs; vii. To institutionalize the Monitoring and Evaluation processes in the Public Service; viii. To provide statistical backstopping support during planning and budget preparation; 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, Economics planning, Planning and investment, Finance, Marketing, Business administration majoring in Finance or related qualifications from recognized institution. Master Degree must be related to his/her Bachelor Degree. • Strategic alignment Skill, Resource optimized, Evidence Based Decision Making Skills, Stakeholder Engagement Skills and Quality Assurance Skills will be an added advantage.
WORK EXPERIENCE	Ten (10) years of working experience in related field of which two (2) years should be saved in managerial positions.
TERMS OF EMPLOYEMENT	Permanent and Pensionable
REMEUNERATION/SALARY	PCSS 11
APPLICATION TIME LINE	Fourteen (14) days from the date of the advertisement

POST	DIRECTOR OF NATIONAL PLANNING
EMPLOYER	THE PLANINING COMMISSION (PC)
REPORTS TO	Executive Secretary
DUTIES AND RESPONSIBILITIES	i. To formulate the national development vision, long term and medium-term development plans and oversee its implementation;

	<ul style="list-style-type: none">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; andx. To perform any related duties as may be assigned by Supervisor.
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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. • Project Planning Management Skills, Strategic Planning Skills, Macroeconomic Modelling will be an added advantage.
WORK EXPERIENCE	Ten (10) years of working experience in related field of which two (2) years should be saved in managerial positions.
TERMS OF EMPLOYEMENT	Permanent and Pensionable
REMEUNERATION/SALARY	PCSS 11
APPLICATION TIME LINE	Fourteen (14) days from the date of the advertisement

POST	MANAGER OF SYSTEMS AND CAPACITY BUILDING
EMPLOYER	THE PLANING COMMISSION (PC)
REPORTS TO	Director of Performance Monitoring and Evaluation
DUTIES AND RESPONSIBILITIES	<ul 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;

	<ul style="list-style-type: none"> 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. • Process Stabilizer, Technology Adoption and Cross function collaboration will be an added advantage.
WORK EXPERIENCE	Working experience of at least eight (8) years in Senior positions
TERMS OF EMPLOYEMENT	Permanent and Pensionable
REMEUNERATION/SALARY	PCSS 10
APPLICATION TIME LINE	Fourteen (14) days from the date of the advertisement

POST	MANAGER OF INNOVATION
EMPLOYER	THE PLANING 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 or related qualifications 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 will be an added advantage.
WORK EXPERIENCE	Working experience of at least eight (8) years in Senior positions
TERMS OF EMPLOYEMENT	Permanent and Pensionable
REMEUNERATION/SALARY	PCSS 10
APPLICATION TIME LINE	Fourteen (14) 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 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 **11th October, 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 the 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