

EMBASSY OF THE UNITED REPUBLIC OF TANZANIA



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Ref: KBA 34/606/01/A'/147

July 16, 2014

ALL TANZANIANS IN THE USA (DIASPORA)

**RE: JOB VACANCIES AT THE PRESIDENT'S
DELIVERY BUREAU**

As per heading above refers.

The Embassy wishes to inform all Tanzanians in the diaspora of vacant job opportunities at the President's Delivery Bureau. The Embassy, therefore, takes this opportunity to encourage all qualified Tanzanians to apply for the jobs. For those interested, send your application letters and CVs to: oisa@pdb.go.tz.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. Switbert Z. Mkama'.

Dr. Switbert Z. Mkama
for: **AMBASSADOR**

RECEIVED

JUL 11 2014

TANZANIA EMBASSY
WASHINGTON DC

THE UNITED REPUBLIC OF TANZANIA

Telegrams: "NJE" DAR ES SALAAM
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Ministry of Foreign Affairs and
International Cooperation,
20 Kivukoni Road
11466 DAR ES SALAAM

In reply please quote;
Ref. No. CAB 28/580/01/E/103

11th July, 2014

Hon. Ambassadors,
TANZANIA EMBASSIES

**RE: STAFF RECRUITMENT FOR THE PRESIDENT'S DELIVERY
BUREAU**

Reference is made to the aforementioned subject matter.

The Ministry is in receipt of a communication from the President's Delivery Bureau informing of some key positions which still fall vacant (*kindly see the attached appendix*). The embassies are therefore requested to disseminate this information to the Tanzanians in the diaspora and encourage them to apply. For those interested, please advise them to send their application letters and CVs to oisa@pdb.go.tz

We thank you for your continued cooperation.

A handwritten signature in blue ink, appearing to be 'D. M. K. Mndeme'.

D. M. K. Mndeme
For; **PERMANENT SECRETARY**

C.C: Chief Secretary,
President's Office,
State House,
1 Barack Obama Road,
11400 DAR ES SALAAM

Permanent Secretary,
President's Office,
Public Service Management,
8 Kivukoni Road,
11404 DAR ES SALAAM

Chief Executive Officer,
President's Office,
President's Delivery Bureau,
1 Barack Obama Road,
11400 DAR ES SALAAM

(Your letter with Ref.No. **PDB.433/739/01/B/38**
of 2nd July, 2014 refers)

Job Title: Director Infrastructure Division

Responsible to: Deputy CEO, Agriculture Delivery

Purpose of the Job:

Assisting the Deputy Chief Executive Officer, Monitoring & Evaluation of the Bureau in ensuring effective delivery of the vision and mission of the PDB regarding transformation of infrastructure.

Main Duties:

- Providing day to day management of the Infrastructure Division;
- Supervising and managing performance of the personnel in the Division;
- Coordinating monitoring of the Key Performance Indicators (KPIs) in the infrastructure Division;
 - Monitoring KPI's in selected National Key Result Areas (NKRAs) of the Infrastructure Division;
 - Driving delivery of the top priorities in respective NKRAs of the Infrastructure Division;
 - Providing analytical support and recommendations to overcome key delivery challenges in Infrastructure NKRAs;
 - Organizing and conducting Labs in respective Key National Priority Area for the infrastructure Division;
 - Undertaking annual evaluation of KPIs on NKRAs relating to the infrastructure; and
- Performing any other related duties as may be assigned by the Deputy Chief Executive Officer, Monitoring & Evaluation from time to time.

Qualifications:

- The prospective candidate for the post should possess a minimum of a Master in Economics; Mechanical Engineering; Project Management or equivalent degree from a recognised institution or Postgraduate Degree in Monitoring and Evaluation.
- The prospective candidate must demonstrate capacity in performance management and monitoring results.
- Proficiency in computers and Microsoft Office Suite is required.

Experience:

This post requires a candidate with not less than 10 years of professional and practical experience including five years in senior managerial and leadership positions.

Duty Station: Dar es Salaam

Job Title: Director, Social Sectors Division

Responsible to: Deputy Chief Executive Officer, Monitoring and Evaluation

Purpose of the Job:

Assisting the Deputy Chief Executive Officer, Monitoring & Evaluation of the Bureau in ensuring effective delivery of the vision and mission of the PDB on the priority social sectors.

Main Duties:

- Providing day to day management of the Social Sectors Division;
 - Supervising and managing performance of the personnel in the Division;
- Coordinating monitoring of the Key Performance Indicators (KPIs) in the Social Sectors Division;
 - Monitoring KPIs in selected National Key Result Areas (NKRAs) of the Social Sector Division;
- Driving delivery of the top priorities in respective NKRAs of the Social sectors Division;
- Organizing and conducting Labs in the Key National Priority Area of the Social Sectors Division;
 - Providing analytical support and recommendations to overcome key delivery challenges in Social Sector NKRAs;
- Undertaking annual evaluation of KPIs on NKRAs relating to Social Sectors; and
- Performing any other related duties as may be assigned by the Deputy Chief Executive Officer, Monitoring & Evaluation from time to time.

Qualifications:

- The prospective candidate for the post should possess a minimum of a Master Degree from a recognized institution in Public Administration; Social Welfare; Economics; Business Management
- Postgraduate degree in Monitoring & evaluation.
- PhD is an added advantage.
- The prospective candidate must demonstrate capacity in leading social sectors and monitoring results.
- Proficiency in computers and Microsoft Office Suite is required.

Experience:

This post requires a candidate with not less than 10 years of professional and practical experience including five years in a senior managerial and leadership positions.

Duty Station: Dar es Salaam

Job Title: Manager, Research and Documentation Section

Responsible to: Director, Research, Planning and Development

Purpose of the Job:

- Assisting the Director on research and documentation of the National Key Results Areas (NKRA's).

Main Duties:

- Monitoring projects implementation performance in the respective of the Key National Priority Areas;
- Organizing and facilitating the establishment and running of BRN labs;
- Preparing National and Ministerial Key Performance Indicators (KPIs) for the NKRA projects;
- Coordinating and participating in the development and implementation of programmes for the selected NKRA's;
- Preparing and submitting statistical reports to the Director on performance within the NKRA;
- Ensuring maintenance of the Documentation Centre;
- Providing management support to key players and ensuring timely delivery of the research findings on NKRA's;
- Undertaking annual evaluation of KPIs in projects/programs; and
- Performing any other duties as may be assigned by the Director, Planning Research & Development.

Qualifications:

- A minimum of a Master's Degree in Architectural science, statistics, mathematics or equivalent.
- Proficiency in computers and Microsoft Office Suite is required.

Experience:

- This post requires a candidate with not less than five years of relevant working experience of which three years should be in a managerial position.
- The prospective candidate must demonstrate capacity in undertaking research activities and coordinating presentation of findings.

Duty Station: Dar es Salaam

Job Title: Planning and Budget Manager

Responsible to: Deputy Chief Executive Officer (CEO) for Agriculture

Purpose of the Job:

- Assisting the Deputy CEO for Agriculture in effective planning, budgeting, and financial management of Agricultural Delivery strategies, activities, and finances. She/he will be responsible for managing dedicated funds for implementation of ADD activities and Agriculture National Key Results Areas (NKRA's).

Main Duties:

- Developing strategies, plans and budgets for ADD;
- Coordinating the development and implementation of ADD strategic plan and departmental strategic action plans;
- In collaboration with PDB Corporate Office, participating in developing and instituting monitoring and evaluation system for ADD;
- Helping the Deputy CEO for Agriculture to design, implement and monitor viable funding plans;
- Participating actively in identifying and preparing of ADD fundraising briefs and proposals;
- Ensuring that funds from government and development partners are made available to PDB/ADD on time;
- In collaboration with PDB Corporate Office, preparing financial statements for ADD;
- Managing requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the Fund Authorization and Certificate of Expenditures (FACE);
- Preparing and submitting financial reports to UNDP on a quarterly basis;
- Ensure the project is making progress towards intended outputs;
- Perform regular monitoring activities such as periodic monitoring visits and "spot checks";
- Ensuring that resources entrusted to UNDP are utilized appropriately;
- Ensuring that critical project information is monitored and updated in the project monitoring and evaluation system;
- Ensuring that financial reports are submitted to UNDP on time, and that combined delivery reports are prepared and submitted to the project board;

- Ensuring that risks are properly managed, and that the risk log in Atlas is regularly updated;
- Supporting Deputy CEO for Agriculture in the monitoring and evaluation of the Agriculture NKRA programme by the international panel and other approved independent evaluators;

Performing any other duties related as directed by the Deputy CEO for Agriculture from time to time.

Qualifications:

- Holder of a Master's degree in Business Management, or Planning, or Economics (Planning).
- Holder of CPA, ACCA, or ACA will be an added advantage.
- Must be highly proficient with computers and Microsoft Office Suite.

Experience:

- At least 5 years of working experience in the field of financial management, or planning and budgeting or project management.
- Experience working in projects/programmes will be an added advantage.

Duty Station: Dar es Salaam

Job Title: Manager, Planning & Statistics section

Responsible to: Director, Research, Planning and Development

Purpose of the Job:

- Assisting the Director on planning & statistics of the National Key Results Areas (NKRA's).

Main Duties:

- Organising and facilitating establishment and running of BRN labs;
 - Ensuring collection, study and analysis of statistical data and information relevant for conducting BRN labs;
 - Preparing National and Ministerial Key Performance Indicators (KPIs) for the NKRA projects;
 - Coordinating and participating in the development and implementation programmes for the selected NKRA's;
 - Monitoring projects implementation performance in the respective of the Key National Priority Areas;
 - Providing analytical support and recommendations to overcome key delivery challenges in projects; and
 - Facilitating evaluation of the BRN programmes.
- Undertaking annual evaluation of KPIs in projects/programs;
- Preparing National and Ministerial KPIs for the NKRA projects;
- Preparing and submitting to the Director performance reports on statistics for the NKRA; and
- Performing any other duties as may be assigned by the Director, Planning Research & Development from time to time.

Qualifications:

- A minimum of a Master's degree in Statistics, Project Management, Economics, Business Administration, Financial Management or equivalent.
- Proficiency in computers and Microsoft Office Suite is required.

Experience:

- This post requires a candidate with not less than five years of relevant working experience of which three years should be in a managerial position.
- The prospective candidate must demonstrate capacity in planning and monitoring results.

Duty Station: Dar es Salaam