

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.9/259/01/A/407

16th October, 2023

1.0 BACKGROUND INFORMATION

On behalf of Tanzania Investment Centre (TIC) Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill four (4) vacant posts of Zonal Manager, Manager of Legal Affairs and Manager of Investment Promotion (Foreign).

2.0 TANZANIA INVESTMENT CENTRE (TIC)

The Tanzania Investment Centre (TIC) is the Primary Agency of the Government established in 2022 by an Act of Parliament No. 10, with the mandate to coordinate, encourage, promote and facilitate investment in Tanzania and to advise the Government on Investment Policy and related matters.

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| POSTS | ZONAL MANAGER (MWANZA AND MBEYA) |
| EMPLOYER | TANZANIA INVESTMENT CENTRE (TIC) |
| REPORTS TO | DIRECTOR OF INVESTMENT FACILITATION |

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| DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> i. To identify, promote and facilitate investment opportunities in liaison with respective Regional Public and Private Sector Institutions through Regional Business Council (RBC) and Tanzania Chamber of Commerce, Industries and Agriculture (TCCIA). ii. To prepare periodic zone performance reports; iii. To establish relationships with investors within the zone; iv. To monitor investment projects registered within the zone; v. To prepare and disseminate zone investment opportunities promotional materials; vi. To initiate applications for domestic investment projects registration; vii. To identify suitable or potential sites for new investments; viii. To coordinate preparation of Zonal investment opportunities profiles; ix. To establish land banks and industrial parks in collaboration with Ministry responsible for Lands and Local Governments Authorities; and x. To coordinate and participate in Zone/Regional Investment Forums, workshop forums, exhibitions, investors sessions, seminars, conferences and similar activities in the zone; and xi. To perform any other duties as may be assigned by his/her Supervisor. |
| QUALIFICATIONS | Holder of a Master's Degree in one of the following fields; Economics, Commerce, Business Administration (Majoring in Marketing), Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics or equivalent qualifications from recognized Institutions. |
| WORK EXPERIENCE | Working experience of at least eight (8) years and must be at Senior position |
| AGE LIMIT | Not more than forty five (45) years except for those who are in Public Service. |
| TERMS OF EMPLOYMENT | Unspecified |
| REMUNERATION/ SALARY SCALE | TICS 11 |
| APPLICATION TIME LINE | Fourteen (14) days from the date of the advertisement. |

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| POST | MANAGER OF LEGAL AFFAIRS |
| EMPLOYER | TANZANIA INVESTMENT CENTRE (TIC) |
| REPORTS TO | DIRECTOR OF CORPORATE AFFAIRS |
| DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> i. To receive, peruse and advise on submitted applications of strategic investment projects; ii. To provide advice to the applicants on proper submission of strategic investment status for adherence of the law; iii. To provide effective secretariat to the National Investment Steering Committee (NISC) Technical Committee by preparing the meetings and documentation and recording of minutes of the stated Meeting; iv. To prepare the recommendations of Technical Committee regarding strategic investments and investment climate in Tanzania ready for submission to the NISC meeting; v. To provide secretariat to the NISC meeting and take directives for further action; vi. To protect interests of the Government through properly drafted performance contracts that facilitate the enjoyment of incentives by strategic investors; vii. To supervise the signing process of performance contract and keep records and updating the database of the same; viii. To work close with Directorate of Facilitation on facilitating Investors request on issuance of Government Notices; ix. To conduct Physical verification to the projects applying for strategic status and advise accordingly; x. To monitor all strategic investment projects and prepare reports on their implementation progress; xi. To accurately records minute of TIC Board of Directors meeting, Management and staff meeting and make available for confirmation in the next meeting to have proper records of the Centre transactions; xii. To provide secretariat on staff development and disciplinary committee's meeting; and |

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| | <p>xiii. To work on and keep the record of the signed Bilateral Investment Treaties (BIT) and</p> <p>xiv. To perform any other duties as be assigned by his Supervisor.</p> |
| QUALIFICATIONS | Holder of Master's Degree in Law (LLB) from recognized institutions and must be registered as Advocate of High Court. |
| WORK EXPERIENCE | Working experience of at least eight (8) years and must be at senior position. |
| AGE LIMIT | Not more than forty five (45) years except for those who are in public service. |
| TERMS OF EMPLOYMENT | Unspecified |
| REMUNERATION/SALARY SCALE | TICS 11 |
| APPLICATION TIME LINE | Fourteen (14) days from the date of the advertisement. |
| POST | MANAGER OF INVESTMENT PROMOTION (FOREIGN) |
| EMPLOYER | TANZANIA INVESTMENT CENTRE (TIC) |
| REPORTS TO | DIRECTOR OF INVESTMENT PROMOTION |
| DUTIES AND RESPONSIBILITIES | <p>i. To prepare investment promotional materials and distribute to MDAs and Embassies;</p> <p>ii. To coordinate and participate on various foreign investment promotion forums, trade and exhibitions;</p> <p>iii. To prepare and carry out inward and outward missions/forums in collaboration foreign investment organizations;</p> <p>iv. To prepare targeted Foreign investment promotion missions;</p> <p>v. To prepare and update a list of foreign potential investor who express intension to invest as well as those joint venture seekers;</p> |

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| | <ul style="list-style-type: none"> vi. To prepare capacity building programs to honorary to consular and embassies; vii. To promote investment opportunities by prepare power point presentations totargeted groups of investors; viii. To work with diplomatic missions/ embassies to attract more investment from abroad; ix. To review and attend investors correspondences by advising the accordingly with the view to qualify their interest to invest in Tanzania; x. To identify sector's lead investors for documentation on investment opportunity; xi. To conduct due diligence to new potential Investors (Foreign) if needed; and xii. To perform any other duties as may be assigned by Supervisor. |
| QUALIFICATIONS | Holder of a Master's Degree in one of the following fields; Economics, Commerce, Business Administration (Majoring in Marketing), Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics or equivalent qualifications from recognized Institutions. |
| WORK EXPERIENCE | Working experience of eight (8) years and must be at senior position. |
| AGE LIMIT | Not more than forty five (45) years except for those who are in public service. |
| TERMS OF EMPLOYMENT | Unspecified |
| REMUNERATION/ SALARY SCALE | TICS 11 |
| 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.
- 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 **29th October, 2023**;
- 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:

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT

