

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/453

29th DECEMBER, 2023

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of the State Mining Corporation (STAMICO), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill four (4) vacant posts of the Director of Exploration and Drilling, Director of Mining and Engineering Services, Director of Planning and Director of Finance and Accounts.

2.0 THE STATE MINING CORPORATION (STAMICO)

The State Mining Corporation (STAMICO) is a state-owned enterprise established in 1972 under the Public Corporation Act, 1969 through the State Mining Corporation Order No. 163 of 1972 as amended by GN. 171 of 2015.

STAMICO's responsibilities is to invest in the mining sector through mineral prospecting, development and operate mines, mineral trading, value addition, providing services in management of mines, drilling, support to small scale mining and other related business.

POST	DIRECTOR OF EXPLORATION AND DRILLING
EMPLOYER	THE STATE MINING CORPORATION (STAMICO)
REPORTS TO	MANAGING DIRECTOR

<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> i. A proven record of success in senior level management, in mining industry Excellent communication and interpersonal skills. ii. Understanding of Government of Tanzania working system. iii. A wide knowledge of the exploration and drilling activities. iv. High level of commercial awareness and negotiation skills. v. Leadership skills. vi. Very good communication skills. vii. Very good analytical and problem-solving skills. viii. Mentorship skills. ix. Supervisory skill. x. High level of integrity. xi. Innovations and creativity. xii. Ability to foster team.
<p>DUTIES AND RESPONSIBILITIES</p>	<ul style="list-style-type: none"> i. To identify feasible economic mineral deposits in the country and recommend suitable targets; ii. To advise and recommend to the Managing Director exploration projects to be undertaken and appropriate drilling technology; iii. To formulate and recommend suitable cost-effective drilling and exploration to be applied in the Corporation projects; iv. To prepare and present to the Managing Director and eventually to STAMICO Board, annual plans and budget for the exploration programs and drilling jobs; v. To monitor progress of STAMICO exploration projects as well as those under joint-venture and submit appropriate comments to the Managing Director; vi. To provide drilling technical inputs during negotiations of drilling contracts; vii. To coordinate the identification of prospective mineral exploration grounds for acquisition; viii. To prepare and monitor the utilization of approved budget for the Directorate; ix. To review periodically performance of drilling rigs and recommend corrective measures;

	<ul style="list-style-type: none"> x. To review training and skills needs of the staff in the directorate and recommends the appropriate training program; xi. To keep abreast with global trends in mineral exploration and mining; xii. To direct and supervise operations of exploration and drilling departments; xiii. To conduct open performance review and appraisal of subordinates and gives feedback; xiv. To prepare and submit the Directorate's monthly, quarterly and annual performance reports; xv. To develop individual objectives or targets and all performance as part of the individual performance agreement in consultation with the immediate supervisor; and xvi. To perform any other related duties as may be assigned by the immediate supervisor.
QUALIFICATIONS	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields: Geo-Science, Earth Science, Geology, Mineral Exploration and from a recognized institution. The Master Degree must be related to the Bachelor Degree. • Knowledge in Mining sector and Exploration Software Packages. • PhD in the related fields will be an added advantage.
EXPERIENCE	<ul style="list-style-type: none"> • Ten (10) years' work experience in related field of which at least 2 years must be served in managerial position.
AGE LIMIT	Not more than forty-five (45) years.
TERMS OF EMPLOYMENT	Permanent and pensionable.
SALARY SCALE	SMC 12
APPLICATION TIME LINE	Twenty-one (21) days from the date of the advertisement.

POST	DIRECTOR OF MINING AND ENGINEERING SERVICES
EMPLOYER	THE STATE MINING CORPORATION (STAMICO)
REPORT TO	MANAGING DIRECTOR

<p>PERSONAL ATTRIBUTES</p>	<ol style="list-style-type: none"> i. A proven record of success in senior level management in mining industry. ii. Understanding of Government of Tanzania working system. iii. A wide knowledge of the mining and environmental conservation. iv. High level of commercial awareness and negotiation skills. v. Leadership skills. vi. Very good communication skills. vii. Very good analytical and problem-solving skills.
<p>DUTIES AND RESPONSIBILITIES</p>	<ol style="list-style-type: none"> i. To provide and oversee engineering services in mining, and industrial sector; ii. To develop and operate medium and large-scale mines and Quarries; iii. To Ensures that construction and installation of processing plants are carried out as planned; iv. To conduct research on mining and processing technologies; v. To provide contract mining and consultancy services; vi. To provide technical services in mining projects; vii. To prepare and monitor the utilization of approved budget for the Directorate; viii. To review training and skills needs of the staff in the directorate and recommend the appropriate training program; ix. To prepare and submit the Directorate's monthly, quarterly and annual performance reports; x. To develop individual objectives/ targets and performance standards as part of individual performance agreement in consultation with the immediate supervisor; and xi. To performs other related duties as assigned by immediate Supervisor.
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields: Mining Engineering and Mineral Processing Engineering from recognized institution. The Master Degree must be related to the Bachelor Degree. • Must be registered by Engineers Registration Board (ERB) and have knowledge in Mining Software Packages. • PhD in the related fields will be an added advantage.

EXPERIENCE	Ten (10) years' work experience in the mining of which 2 years must have been in a managerial position in Mining industry.
AGE LIMIT	Not more than forty-five (45) years.
TERMS OF EMPLOYMENT.	Permanent and Pensionable.
Salary Scale	SMC. 12
APPLICATION TIME LINE	Twenty-one (21) days from the date of the advertisement.

POST	DIRECTOR OF PLANNING
EMPLOYER	THE STATE MINING CORPORATION (STAMICO)
REPORT TO	MANAGING DIRECTOR.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> i. A proven record of success in senior level management, preferably in a related industry. ii. Understanding of Government of Tanzania working system. iii. A wide knowledge of investing and marketing in mining sector. iv. High level of commercial awareness and negotiation skills. v. Leadership skills. vi. Very good communication skills. vii. Very good analytical and problem-solving skills. viii. Mentorship skills. ix. Supervisory skill. x. High level of integrity. xi. Innovations and creativity. xii. Ability to foster team
DUTIES AND RESPONSIBILITIES.	<ul style="list-style-type: none"> i. To direct budgetary control; ii. To communicate and liaise with Government and other investors to provide information and to raise capital; iii. To direct and coordinate the annual planning; iv. To coordinate preparation of annual and semi-annual performance reports, monitors and evaluates implementation of projects and programs; v. To analyze techno-economic and feasibility studies and advices on investment opportunities;

	<ul style="list-style-type: none"> vi. To advise on investment and development of the Corporation; vii. To provide and strengthen market of Corporations products and services; viii. To coordinate preparation of plans and budgets and evaluates their Implementation; ix. To continue to develop and implement standardized strategic, planning tools to foster consistence over time and across projects; x. To actively support new business activities where required; xi. To review reports of securities transactions and price list in order to analyze market conditions; xii. To coordinate preparation and review of strategic plans, business plans, action plans and annual corporate budgets; xiii. To advise on investment opportunities, share acquisition and trading, industrial minerals exploration and exploitation; xiv. To coordinate and monitor research and development projects with joint venture companies; xv. To monitor the utilization of approved Planning and Investment Directorate budget and expenditure; xvi. To conduct open performance review and appraisal of subordinates and gives feedback; xvii. To develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior; and xviii. To perform any other related duties as may be assigned from time to time by supervisor.
QUALIFICATIONS.	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields: Economics, Agricultural Economics, Mineral Economics, Economic Planning, Investment, Project Planning and Management and Statistics from recognized institution. The Master Degree must be related to the Bachelor Degree. • PhD in the related fields will be an added advantage. • Must be computer literate.
EXPERIENCE.	Ten (10) years' work experience in related field of which two (2) years must have been in a Managerial position.

AGE LIMIT	Not more than forty-five (45) years.
TERMS OF EMPLOYMENT.	Permanent and pensionable.
Salary Scale	SMC. 12
APPLICATION TIME LINE.	Twenty-one (21) days from the date of the advertisement

POST	DIRECOR OF FINANCE AND ACCOUNTS.
EMPLOYER	THE STATE MINING CORPORATION (STAMICO)
REPORT TO	MANAGING DIRECTOR
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> i. A proven record of success in senior level management. ii. Understanding of Government of Tanzania working system. iii. An understanding of financial management and wider management principles and techniques. iv. High level of commercial awareness and negotiation skills. v. Leadership skills. vi. Very good communication skills. vii. Very good analytical and problem-solving skills. viii. Mentorship skills. ix. Supervisory skill. x. High level of integrity. xi. Innovations and creativity xii. Ability to foster team.
DUTIES AND RESPONSIBILITIES.	<ul style="list-style-type: none"> i. To develop and analyze information to assess the current and future financial status of the Corporation; ii. To establish procedures for custody and control of assets; records, loan collateral and securities in order to ensure safekeeping; iii. To evaluate financial reporting systems, accounting and collection procedures and make recommendations for changes to procedures, operating systems and other financial control Functions; iv. To oversee and manage the flow of cash and financial instruments;

- v. To develop and implements strategies for resource mobilization;
- vi. To provide financial advice to the Managing Director;
- vii. To prepare financial and regulatory reports required by laws, regulations and Board;
- viii. To examine, evaluate and process loan application;
- ix. To ensure that all financial statements and reports are prepared to summaries and interpret current and projected Financial position for the Corporation and its subsidiaries in accordance with International Financial Reporting standards (IFRS) and adherence with International Accounting Standards (IAS);
- x. To manage financial resources and operations;
- xi. To prepare the budget for the Directorate;
- xii. To monitor the utilization of approved Finance Unit budget and expenditure;
- xiii. To prepare and submit the Directorate's monthly, quarterly and annual performance reports;
- xiv. To review collection reports to determine the status of Collections and the amount of outstanding balances;
- xv. To record classify and summarize financial transactions and events in accordance with accepted accounting principles and financial accounting standards;
- xvi. To ensure that payrolls and statutory deductions are timely prepared and remitted to the respective banks or authority;
- Xvi. To review and approve Payment vouchers and Journal entries;
- xviii. To work close with both internal and external auditors during Financial and Operational audits;
- xix. To assist the implementation of annual budgets through preparation of all allocation;
- xx. To monitor financial performance and controls budget vis-à-vis actual;
- xxi. To develop external relationship with appropriate contacts such as bankers and solicitors to mobilize new sources of finance;
- xxii. To analyze, assesses and advices on the financial performance

	<p>of subsidiaries, Joint venture and affiliated companies;</p> <p>xxiii. To monitor and interprets cash flows and predicts its future trend;</p> <p>xxiv. To develop financial management mechanism that minimize financial risks;</p> <p>xxv. To evaluate and reviews expenses to explore cost reduction opportunities;</p> <p>xxvi. To review training and skills needs of the staff in the directorate and recommends the appropriate training program;</p> <p>xxvii. To develop individual objectives/targets and performance standards as part of individual performance agreement in consultation with the immediate supervisor; and</p> <p>xxviii. To perform any other related duties as may be assigned from time to time by supervisor.</p>
QUALIFICATIONS.	<ul style="list-style-type: none"> • Holder of Master Degree in one of the following fields: Accounting, Finance, Commerce, Business Administration majoring in Accounting and Finance from recognized institution. The Master Degree must be related to the Bachelor Degree. • Must have CPA (T), ACCA, ACA or equivalent professional qualification and registered by NBAA • PhD in the related fields will be an added advantage. • Possession of computer application skills in various accounting package.
EXPERIENCES.	He/she must have minimum experience of at least ten (10) years in the related field of which two (2) years must have been in managerial position.
AGE LIMIT	Not more than forty-five (45) years.
TERMS OF EMPLOYMENT.	Permanent and pensionable.
Salary Scale	SMC 12
APPLICATION TIME LINE.	Twenty-one (21) 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 18th January, 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 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