

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/68

09<sup>th</sup> April, 2022

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Revenue Authority (TRA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **475** vacant posts mentioned below.

#### **1.0 TANZANIA REVENUE AUTHORITY (TRA)**

The Tanzania Revenue Authority (TRA) was established by Act of Parliament No.11 of 1995, and started its operations on 1<sup>st</sup> July 1996. In carrying out its statutory functions, TRA is regulated by Law, and is responsible for administering impartially various taxes of the Central Government.

#### **1.0.1 TAX MANAGEMENT OFFICER II - 184 POSTS**

#### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. To assist in the preparation of action plans;
- ii. To conduct face vetting of tax returns;
- iii. To conduct desk audit on simple cases and assist in field audits;
- iv. To conduct physical and compliance surveillance surveys;
- v. To prepare respective periodic management reports;
- vi. To gather information for new taxpayers' registrations;
- vii. To prepare tax positions for all taxpayers and arrears list and follow up payments;
- viii. To conduct face vetting of application for tax exemptions, relief, refunds, motor vehicle and driver's license application;

- ix. To process annual motor vehicle licenses renewal, transfers of ownership and issue the licenses;
- x. To conduct registration, audit, data processing and examination; and
- xi. To perform other duties as may be assigned by the supervisor.

### **1.0.3 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in one of the following fields; Taxation, Accountancy, Finance, Public Finance, Economics, Business Administration majoring in Finance or Accountancy, or equivalent qualifications from a recognized Institution/University.

### **1.0.4 SALARY SCALE: TRAS 4.**

### **1.0.5 TAX MANAGEMENT ASSISTANT II - 71 POSTS**

#### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To process application for new taxpayers' registration and facilitate issuance of Taxpayer Identification Number (TIN);
- ii. To manage return filing processes including identifying none and late filers;
- iii. To manage tax assessments control records such as tax assessments levels, assessments in arrears and jeopardy cases;
- iv. To prepare tax returns, assessments and revenue collection reports;
- v. To process non-account cases returns including withholding tax statements;
- vi. To trace missing taxpayers' files;
- vii. To prepare tax clearance certificates, registration of Motor Vehicles, issuance of Motor Vehicle annual licenses, issuance and renewal of drivers' licenses;
- viii. To manage objections and appeals controls such as Registers and Tax Stand over Orders;
- ix. To gather and file tax information;
- x. To assist in conducting physical and compliance surveillance surveys;
- xi. To prepare cases for enforcement activities; and
- xii. To perform other duties as may be assigned by the Supervisor.

### **1.0.7 QUALIFICATIONS AND EXPERIENCE**

Diploma in either Taxation, Accountancy, or equivalent qualifications from a recognized Institution.

### **1.0.8 SALARY SCALE: TRAS 3**

## **1.0.9 CUSTOMS OFFICER II -45 POSTS**

### **1.0.10 DUTIES AND RESPONSIBILITIES**

- i. To control imports, export and transit goods;
- ii. To carry out documentary verification;
- iii. To prepare enquiries and offence files;
- iv. To assess and value goods;
- v. To release goods after payment of duties;
- vi. To prepare various returns for Customs & Excise Headquarters;
- vii. To provide information for preparation of Management reports (various);
- viii. To conduct the physical verification of goods;
- ix. To perform anti- smuggling patrols; and
- x. To perform other duties as may be assigned by the Supervisor.

### **1.0.11 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in one of the following fields; Taxation, Customs, Accountancy, Finance, Public Finance, Economics, Business Administration, Law, or equivalent qualifications from a recognized Institution/University.

### **1.0.12 SALARY SCALE: TRAS 4**

## **1.0.13 CUSTOMS ASSISTANT II - 80 POSTS**

### **1.0.14 DUTIES AND RESPONSIBILITIES**

- i. To examine goods;
- ii. To enter the Data into the Customs System;
- iii. To maintain field records in the Customs system;
- iv. To release goods when physical verification conforms;
- v. To keep records and maintain documents;
- vi. To check transit documents and shipping orders for bond cancellations; and
- vii. To perform any other duties assigned by the supervisor.

### **1.0.15 QUALIFICATIONS AND EXPERIENCE**

Diploma in one of the following fields; Taxation, Customs, Accountancy, Business Administration, Law or equivalent qualifications from a recognized Institution.

### **1.0.16 SALARY SCALE: TRAS 3**

## **1.0.17 ICT OFFICER II (DEVELOPER/PROGRAMMER) - 50 POSTS**

### **1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To assist in capturing user Customers Requirement Specifications;
- ii. To perform system analysis and design;
- iii. To implement software systems (Write and document code);
- iv. To perform systems testing (Software validation& verification) and document test results;
- v. To perform system configuration;
- vi. To assist in conducting users acceptance test;
- vii. To participate in design review and provide input for user documentation;
- viii. To liaise with user support staff in supporting end users;
- ix. To maintain and support various business process applications;
- x. To establish solutions for the identified Authority's requirements covering design and development;
- xi. To implement solution components progressively in accordance with detailed applications designs following enterprise architecture, documentation standards, quality assurance (QA) requirements and approval standards;
  
- xii. To assist to procure solution components based on the acquisition plan in accordance with requirements and detailed application designs, architecture principals and standards and the Authority's overall procurements and contract procedures, QA requirements, and approval standards;
- xiii. To develop related reporting and analysis functionality for operational and historical data in ICT systems to enable production of reports and analysis for effective decision making;
- xiv. To implement the escalated service development related problems (2<sup>nd</sup> and or 3<sup>rd</sup> level) and their root causes to provide timely resolution to prevent recurring incidents;
- xv. To provide descriptions and relationships between service developments related key resources and capabilities required to deliver ICT- enabled services; and
- xvi. To perform any other duties assigned by the Supervisor.

### **1.0.19 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Information and Communications Technology, Software Engineering, Systems Engineering, System Security, Database Administration or equivalent qualifications from recognized Institutions.

### **1.0.20 SALARY SCALE: TRAS 4**

### **1.0.21 DRIVER II – 45 POSTS**

#### **1.0.22 DUTIES AND RESPONSIBILITIES**

- i. To drive motor vehicles in accordance with road traffic Rules and Regulations;
- ii. To inspect motor vehicle before and after any route/journey in order to identify required maintenances or rehabilitation;
- iii. To ensure that a motor vehicle and its equipment (jack, spanner, spare tyre etc) are available and are in good condition;
- iv. To carry out minor/routine maintenances of vehicles;
- v. To maintain the car logbook by recording all trips and fuel consumption;
- vi. To prepare fuel, oil and car log book returns for the vehicle;
- vii. To ensure that motor vehicle doors and windows are properly locked and safe all the time; To maintain the vehicle and report to the Supervisor any vehicle defects that which need repairs;
- viii. To assist in collecting and dispatching mails;
- ix. To ensure cleanness of motor at all time;
- x. To report any accident immediately to Supervisor or Traffic Police; and
- xi. To perform any other duties as may be assigned by the Supervisor.

#### **1.0.23 QUALIFICATION AND EXPERIENCE**

Holder of Form IV Certificate who have attended Basic Driving Course offered by VETA or any other recognized Institution and has Class “C1 or “E” Driving License. The candidate must have driving experience of at least (1) year without causing an accident.

#### **1.0.24 SALARY SCALE: TRAS 1**

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **All applicants who are qualified to apply more than one post must apply only one;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- 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);**

- Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma**
- xv. Deadline for application is **23<sup>rd</sup> April, 2022**;
- xvi. Only shortlisted candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to 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**