

MBEYA WATER SUPPLY AND SANITATION AUTHORITY

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P.O. Box 2932
MBEYA
30/08/2019

EMPLOYMENT OPPORTUNITY

Mbeya Water Supply and sanitation Authority (Mbeya WSSA) is an autonomous water supply organization mandated to provide water and sewerage disposal services within the urban area of Mbeya city. It was established in January 1998 under section 3 (1) of Act No.8 OF 1997, repealed by Act No.12 of 2009.

Vision: *“To be an excellent Water Supply and Sanitation Authority in Tanzania in delivering portable, sufficient quality water supply and sanitation services.”*

To adequately fulfill its objectives and in line with the expansion of activities Mbeya WSSA is now inviting applications from suitably qualified and self-motivated Tanzanians of high personal integrity to apply for the following position;

1. MANAGING DIRECTOR

1.1 Organizational Relationships

Appointed by : Minister Responsible for Water affairs
Reports to : Board of Directors
Supervises : Human Resources and Administration Manager
: Commercial Manager
: Technical Manager
: Finance Manager
: Head of Internal Audit Unit
: Head of Public Relations Unit
: Head of Legal Services Unit
: Head of Procurement Management Unit
: Head of Information and Communication Technology Unit
: Head of Planning, Research and Development Unit
Employment Terms : Contractual (4 years renewable)

1.2 Qualifications

Holder of Bachelor Degree in any of the following fields:- Civil Engineering, Water Resources Management, Environmental Engineering, Finance, Business Administration/Management, Human Resources, Public Administration, Also must be the holder of Master`s degree in the relevant field with nine (9) years of solid professional experience with progressively higher levels of responsibility with a minimum of five (5) years of which in at least managerial position from a reputable Organization and must be Computer literate. A minimum of two (2) years experience working in the water and sanitation sector and should demonstrate ability to form, motivate and lead a diverse team to achieve results coupled with a clear evidence of

operations management and administrative skills. All Applicants must be Professional Registered in there respectively Board of Professionals.

1.3 Key Result Areas (Duties and Responsibilities)

a) Major

Managing, Planning and Coordinating the Authority's activities of providing continuous supply of water of suitable quality for domestic/ business/ industrial purposes and efficient removal of wastewater.

b) Specific

1. To be the Accounting Officer of the Mbeya UWSA.
2. to ensure all targets are met accordingly.
3. To be Secretary and Chief Advisor of the Board of Directors.
4. To ensure provision of adequate and quality water and professional disposal of waste water.
5. To be spokesperson of the Mbeya UWSA responsible for the implementation and execution of the policies laid down by the Board of Directors.
6. To be Chief Executor of all Mbeya UWSA contracts, agreements, leases, deeds and litigation to which the organization is legally subjected to.
7. To develop and recommend to the Board of Directors, the long term and short term plans and strategies for achieving the organization's objectives.
8. To plan, organize and control of all types of resources, functions and activities of Mbeya UWSA.
9. To oversee development of manpower plans, staffing levels, manpower selection/recruitment of the right quality and proper manpower utilization.
10. To review Mbeya UWSA investment targets, project plan and budget.
11. To prepare and maintain Mbeya UWSA manpower plan, refinement of job descriptions and management of the hiring process;
12. To prepare, monitor and control Mbeya UWSA operating Budget;
13. To prepare progress reports for approval by the Board of Directors
14. To perform any other duty that relates to his/her post as may be assigned by the Board of Directors.
15. To chair / lead all Mbeya UWSA Management Tasks including Meetings

REMUNERATION

The above Post carry an attractive competitive salary and remuneration package in accordance to qualification ,required skills and experience stated in specific vacant post and Mbeya Uwsa`s Scheme of Service and Salary Structure. The successful candidate will be accorded 4 years renewable contract based on the performance.

KEY COMPETENCES FOR ALL APPLICANTS

- i. Management, Leadership and Team building Skills
- ii. Problem Solving and Decision Making
- iii. Integrity
- iv. Honest
- v. High level of commitment
- vi. Computer literacy

GENERAL REQUIREMENTS

- i. Applicant **MUST** be a Tanzanian
- ii. Applicant Age should not be above 55 years
- iii. Applicants who studied outside Tanzania should have a Certification from NECTA and TCU
- iv. Applicants should sign every page of all attached document
- v. Applications that dully fulfills these requirements will be considered invalid
- vi. Statement results, results slip, testimonials shall not be accepted
- vii. Applicant should attach two passport size.
- viii. Applicant should mark at the top of envelope the post he/she is applying for.
- ix. All application shall be sent via POST office and NOT otherwise.
- x. Applications that dully fulfills these requirements will be considered invalid.

MODE OF APPLICATION

The qualified persons should submit (not by emails) their handwritten letters of application stating how they meet the advertised criteria attaching certified copies of relevant academic, personal curriculum vitae (CV) supported by professional certificates so as to reach the under mentioned not later than 30th Sept 2019. Applicants are also required to indicate the names and contacts of at least three (3) work / professional related referees.

Applications which will not meet the stated qualification will **NOT** be considered. Only shortlisted candidates will be contacted and shall be subjected to competency assessment and reference checking. Lobbying and Canvassing for appointment shall not be entertained and may work to the candidate's disadvantage.

Mbeya UWSA is an equal opportunity employer, women are highly encouraged to apply.

Board Chairman

Mbeya Water Supply and Sanitation Authority

P.O Box 2932,

MBEYA.