

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/A/116

22nd June, 2022

VACANCY ANNOUNCEMENT

On behalf of Ministry of Natural Resources and Tourism (MNRT), Public Service Recruitment Secretariat (PSRS), invites dynamic, Innovative, Experienced and Suitable qualified Tanzanians to fill Two **(2)** vacant posts.

1.0 MINISTRY OF NATURAL RESOURCES AND TOURISM (MNRT)

The Ministry of Natural Resources and Tourism of United Republic of Tanzania, is the Ministry responsible for management of Natural, Cultural and Tourism resources. Tanzania has a great potential for natural resources, cultural and tourism attractions. In terms of wildlife, the present network of wildlife Protected Areas (PAs) in Tanzania is comprised of 22 National Parks, Ngorongoro Conservation Area, 27 Game Reserves and 27 Game Controlled Areas. The wildlife protected area network covers 307,800 Sq. Km (32.5%) of the total Tanzania's land surface area.

1.1 DIRECTOR GENERAL – 1 POST

1.1.2 JOB SUMMARY

Manage and develop the Tanzania Tourist Board (TTB) to an effective, efficient and credible institution to meet its Vision, Mission and objectives as stipulated in TTB establishment Cap 364 R.E.2002 and any subsequent amendments.

1.1.3 DUTIES AND RESPONSIBILITIES

- i. Develop Strategic Plans, Annual Plans and Budget taking into account the Board's Vision and Mission as stipulated in Act No. 25 of 1962, Cap 364 R.E.2002 with the aim of developing the institutional capacity with a view to make TTB effective and efficient;
- ii. Develop Board's policies and ensure their implementation;
- iii. Administer all activities related with promotion of Tourism within and outside of the country of Tanzania in collaboration with Tour operators;
- iv. Administer and review operations and the implementation of the operational plans for all functional Directorates and Units;
- v. To provide with the government and the donor community through the ministry responsible for tourism, the treasury and other state organs;
- vi. To be the chief spokesman of the Board and ensures a conducive public and industrial relations (PR) and a good image for the Board;
- vii. Develop and initiate revision in the Organizational Structure and make it more efficient in compliance with the Tourist Board Act, No. 25 of 1962, Cap. 364 R.E.2002 and other relevant legislations;
- viii. Submit to the Board quarterly and half-year reports in respect to the status of revenue and expenditure;
- ix. Prepare and submit estimate of income and expenditure to the Board for its consideration for the subsequent year not later than three months before the end of each financial year;
- x. Ensure that the Board's initiatives are consistent with Government policies;
- xi. Submit to the Board at the end of every three months a report containing:-
 - a) Performance Indicators and other related information;
 - b) The operations of the Board;
 - c) Such other information as the Board may deem proper.
- xii. Supervise, coach and mentor subordinates to ensure their performance is aligned with the Board's goals and objectives;
- xiii. Monitor the implementation of the budget of the Board;
- xiv. Carry out periodic staff performance review of subordinates; and
- xv. Perform any other related duties as may be directed by the Board.

1.1.4 QUALIFICATION AND EXPERIENCES:

Holder of Master's Degree in Tourism, Marketing, and Business Administration/Commerce in Marketing, Human Resources Management, Public Administration, Economics, Law or equivalent qualification with working experience of at least twelve (12) years of experience of which three (3) years should be in a Managerial position.

Demonstrate extensive administration experience with strong leadership skill, having an emphasis on strategic planning, large capital improvement projects, financial management and knowledge of Tourism will be added advantage.

1.1.5 AGE:

All applicants must be citizen of Tanzania with an age not above 45 years except for those who are in Public Service, likewise Applicants from within Public Service should not exceed 50 years.

1.1.6 REMUNERATION:

Remuneration package in accordance with the Tanzania Tourism Board Salary Scale (TTBSS 13)

1.1.7 TERMS OF SERVICE:

The terms of service will be based on performance contract. Other terms and Conditions of Service as per the Board's staff benefit package and or stipulated by Government.

1.2 DIRECTOR OF MARKETING – 1 POST

1.2.1 JOB SUMMARY

Develop and implement long term corporate business plan and to undertake research studies for the promotion and development of all aspects of the tourist industry including Domestic and Regional Market, Foreign Market, Conventions and Events.

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To develop the board's business and marketing strategy;
- ii. To monitor the performance of the Board's marketing initiatives to see if key performance indicators are being achieved;
- iii. To develop marketing programs with quantifiable and objectives to measure results;

- iv. To plan and oversee the design and production of all promotional aids and materials for distribution locally and overseas;
- v. To decide on the various means of distribution of promotional aids;
- vi. To coordinate the participation in various promotional campaigns and trips, trade fares and educational tours;
- vii. To oversee the compilation and maintenance of up to date tourism data base and to prepare the quarterly and annual reports;
- viii. To initiate and coordinate domestic tourism awareness campaigns;
- ix. To coordinate market and product research;
- x. To monitor and coordinate the relationship of tourism stakeholders both overseas and locally;
- xi. To prepare and to monitor the overall marketing and business development budget;
- xii. To keep abreast with and maintain the Board's compliance with all public statutes, laws and policies related to intellectual property, copyright and trademarks;
- xiii. To establish standards and practices for maintaining confidentiality related to all organization documents, data, policies and records;
- xiv. To analyse market trends, recommend changes to marketing business development strategies;
- xv. To supervise staff under the marketing directorate;
- xvi. To develop marketing programs with quantifiable and objectives to measure results;
- xvii. To plan and oversee the design and production of all promotional aids and materials for distributions locally and overseas;
- xviii. To decide on the various means of distribution of production aids;
- xix. To coordinate participation in various promotional campaigns and trips, trade fairs and educational tours;
- xx. To initiate and coordinate domestic tourism awareness campaigns;
- xxi. To monitor and coordinate relationship of tourism stakeholders both overseas and locally;
- xxii. To prepare and monitor the overall marketing and business development budget; and

- xxiii. To perform any other duties related to his/her field as assigned by the Director General.

1.2.3 QUALIFICATION AND EXPERIENCES:

Holder of Master's Degree in Marketing, Business Administration/Commerce in Marketing Tourism, International Business, Economics, Public Relations and Marketing or equivalent qualification with working experience of at least ten (10) years of experience of which two (2) years should be in a Managerial position.

1.2.4 AGE:

All applicants must be citizen of Tanzania with an age not above 45 years except for those who are in Public Service, likewise Applicants from within Public Service should not exceed 50 years.

1.2.5 TERMS OF SERVICE:

The terms of service will be based on performance contract.

1.2.6 REMUNERATION:

Remuneration package in accordance with the Tanzania Tourism Board Salary Scale (TTBSS 12)

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. Applicants should apply on the strength of the information given in this advertisement;
- iii. 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;
- iv. Attaching copies of the following certificates is strictly not accepted :-
 - Form IV and form VI results slips;

- Testimonials and all Partial transcripts;
- v. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vi. An applicant employed in the Public Service should route his application letter through his respective employer;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. 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);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. 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 at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiii. Deadline for application is **5th July, 2022;**
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. 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



