

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF JUSTICE AND CONSTITUTIONAL AFFAIRS
REGISTRATION, INSOLVENCY AND TRUSTEESHIP AGENCY (RITA)



JOB VACANCIES

The Registration, Insolvency and Trusteehip Agency (**RITA**) is a semi autonomous Government Authority established under the Act of Parliament No. 30 of 1997 following Government Notice No. 397 of 2nd December, 2005. RITA is responsible for ensuring effective and efficient Management of Information on key life events, insolvency and trusteehip services in Tanzania. The Agency is looking for qualified, dynamic, competent and committed Tanzanians to apply to fill the following vacant posts:-

1. JOB TITLE: REGISTRATION MANAGER (1 Post)

Duty Station: Headquarters – Dar es Salaam

QUALIFICATIONS:

Applicants should be holder of LL.B. A postgraduate education in LL.M, MBA or a Management related field is an added advantage. Experience of not less than 5 years in a recognized organization with excellent oral and written communication skills and computer knowledge

DUTIES AND RESPONSIBILITIES

- To correspond with District Administrative Secretaries in respect of reporting Births, Deaths, Marriages, Divorces and Adoption registered within his/her district.
- Supervise staff and District Administrative Secretaries on activities of Registrar General of Births, Deaths, Marriages, Divorces and Adoption.
- To lead and supervise Births ,Deaths , Marriages , Divorces and Adoption Registration Section
- To provide legal advice on matters relating to Births ,Deaths , Marriages , Divorces and Adoption registration
- To authenticate Births, Deaths, Marriages, Divorces and Adoption certificates
- To meet RITA's Management Team to discuss possible improvements on Births ,Deaths , Marriages , Divorces and Adoption Registration System
- To plan, develop and implement Births ,Deaths , Marriages , Divorces and Adoption registration strategies for Increasing RITA's efficiency
- To approve and sign licenses

Salary Scale: TGS J

2. JOB TITLE: TRUSTEESHIP AND INSOLVENCY MANAGER (1 Post)

Duty Station: Headquarters – Dar es Salaam

Qualifications:

Applicants should be holder of LL.B. A postgraduate education in LL.M, MBA or a Management related field is an added advantage. Experience of not less than 5 years in a recognized organization with excellent oral and written communication skills and computer knowledge

DUTIES AND RESPONSIBILITIES

- To give legal advice on matters relating to Trusteehip and Insolvency
- To litigate in the courts of law or tribunals on matters arising from the administration of estates
- To register deeds of arrangements
- To provide legal opinion on public trustee, bankruptcy and official receivership matters
- To Supervise on preparation of statistics on Probate, Trustees Incorporation and Insolvency
- To make a proposal on the review or amendment of legislation and regulations
- To supervise, prepare reports of probate cases and their statuses

Salary Scale: TGS J

3. JOB TITLE: STATE ATTORNEY II (2 posts)

Duty station: Headquarter- Dar es Salaam

Qualifications:

Applicants should possess a minimum Bachelor Degree in LLB from recognized Higher Learning Institutions and should have attended the Internship or Externship program.

Duties and Responsibilities:

- To appear in High Court and subordinate Courts for prosecution and litigation of cases Involving the Agency
- To prepare legal documents (contracts, deeds, and wills etc)
- To prepare pleadings under supervision of the Senior State Attorney.
- To conduct search on legal issues
- To provide legal opinion, advice on Matters relating to Births, deaths. Marriage and Adoptions
- To supervise preparation of statistics of Birth, Death, Marriages, Divorces and Adoptions
- To prepare and submit report on Births, Deaths, Marriages, Divorces, and Adoptions.
- To administer changes and amendments relating Births, Deaths, Marriages, Divorces and Adoptions under the supervision of the State Attorney.
- To approve applications for licenses to conduct manager
- To register annulment to Marriages
- To approve Conversation of Marriages

Salary Scale: TGS E

4. JOB TITLE: ASSISTANT REGISTRATION OFFICER II (12 Posts)

Duty Stations: Arusha (2), Moshi (1), Sengerema (1), Tanga (1), Iringa (1), Kinondoni (2), Shinyanga (1), Morogoro (1), and Njombe (1). Kilosa (1). Applicants residing in the corresponding districts are highly encouraged to apply.

Qualifications:

Applicants should be holders of a Certificate or Diploma in Law from a recognized institution with excellent communication skills, and computer literacy.

Duties and responsibilities

- To conduct searches of registered marriages from the register
- To register adoptions in the Adoption Register
- To sort registration data from health institutions.
- To check the correctness of returns of births and deaths.
- To register marriages in the register.
- To keep records relating to marriage conciliation Boards
- To receive official letters
- To dispatch certificates to customers
- To maintain registers of births, deaths, marriages, divorces and adoptions.
- To keep court register/ diary and remind relevant Attorney.
- To collect house rents for deceased estates.

Salary scale: TGS C.

5. JOB TITLE: HUMAN RESOURCE AND ADMINISTRATION MANAGER (1 post)

Duty station: Headquarter- Dar es Salaam

Qualifications:

Applicants should possess a Masters Degree in Human Resource Management or an MBA with a Management bias from a recognized Higher Learning Institutions with not less than 5 years experience in Management in a reputable institution with excellent oral and written communication skills and computer literacy.

DUTIES AND RESPONSIBILITIES

- To prepare RITA's budget on personal emoluments and other charges.
- To formulate and implement induction programs for new employees.
- To liaise with Trade Unions and Conciliation Boards on matters relating to Labor Relations.

- To participate in identification of training needs for RITA staff.
- To assist the RITA management to interpret laws, rules, circulars, directives, administrative and personnel policies and regulations governing public service personnel management.
- To deal with personnel matters including recruitment, promotions, discipline, pension and other terminal benefits.
- To review and evaluate the RITA human resources and administrative policies.
- To assist in determining compensation packages and periodic salary adjustments.
- To administer leave tracking and leave package.
- To advise the management on the financial implications of current and future human resources and policies.
- To advise the management on the installation of Open Performance Appraisal.
- To coordinate training program and prepare budgets and facilities for its implementation.

Salary Scale TGS J

6. JOB TITLE: HUMAN RESOURCES OFFICER II (1 Post)

Duty station: RITA (Headquarter, Dar es Salaam)

QUALIFICATIONS:

Applicants should be holders of a Bachelors Degree in Human Resources Management or Public Administration from reputable, recognized higher learning institution

DUTIES AND RESPONSIBILITIES:

- To assist HR Managers to conduct performance appraisal or (OPRAS) for junior staff
- To assist in preparation of training and quarterly reports
- To participate in salary administration and preparation of personal emoluments
- To maintain staff data base and personnel records
- To assist in developing and formulate human resources policies
- To assist in coordinating, appointments, confirmation and promotion of staff

Salary Scale: TGS D.

7. JOB TITLE: ADMINISTRATIVE OFFICER II (1 post)

Duty Station: Headquarter – Dar es Salaam

Qualifications:

Applicants should be holders of Bachelors Degree in Human Resources Management or Public Administration or Sociology or equivalent qualification from a recognized Institution, with good interpersonal skills and computer knowledge.

Duties and Responsibilities:

- To handle staff welfare issues including grievances, leave, and transfer and terminal benefits.
- To administer workers salaries and benefits.
- To facilitate meetings of the workers council
- To interpret laws, rules, circulars, directives, administrative and personnel policies and regulations governing public service personnel management.
- To handle protocol matters.
- To deal with disciplinary matters of junior employees.

(ii) Salary Scale: TGS D

8. JOB TITLE: PERSONAL SECRETARY GRADE III (3 posts)

Duty Station: Arusha, Tanga and Siha

Qualifications:

Applicants should be holders of Diploma in Secretarial Studies, with Advance Computer Skills in word processing and spreadsheet, Good command of English and Swahili languages and who have attended and passed Office Management Course Examination. Candidates residing in the respective districts are highly encouraged to apply.

Duties and Responsibilities:

- To receive visitors and attend them
- To relay telephone and fax messages
- To receive, sort and file mail accordingly
- To type letters, minutes, reports and other RITA documents per Instruction
- To arrange in – office or external appointments as instructed
- To initiate and maintain own filing system
- To keep record of file movement register on his /her office
- To take minutes at meetings.
- To type confidential Documents/reports that requires advanced knowledge and handling classified mail
- To prepare documents for Agency's meetings, seminars and conferences

Salary Scale: TGS B

9. JOB TITLE: DRIVERS (4 Posts)

Duty Station: RITA (headquarters- DSM)

QUALIFICATIONS:

Applicants should be holders of at least a Form Four Secondary School Education Certificate and a class 'C' driving license. Should possess a "trade test" Grade III (Mechanics) or a Driving Test Grade II from the National Institute of Transport or VETA respectively, with not less than three years of class 'C' driving experience and with no accident record.

Duties and Responsibilities:

- To drive cars and buses as well as other motor Machines
- To ensure that fuel, oil, water, tires and the general state of vehicle has been checked before use.
- To provide driving services to RITA Staff
- To transfer parcels from RITA offices to other offices, transport terminals and vice versa.
- To maintain a log-book for each and every trip.
- To ensure that the vehicles is serviced as planned
- To report for major repairs his/her supervisor.

(iii) Salary Scale: **TGOS A.**

10. JOB TITLE: ASSISTANT INTERNAL AUDITOR (1 post)

Duty Station: Headquarter – Dar es Salaam

Qualifications:

Applicants should be holders of Diploma in Accountancy from a recognized Institution. The applicant should have at least three years of practical experience in a related field and computer literacy.

Duties and responsibilities

- To ensure that financial and Internal control system are effective and consistent with RITA financial rules and regulations
- To audit accounts and revenue
- To ensure budget Control system is effective
- To prepare and advice an audit guidelines to be used by RITA

- To ensure that internal audit report are prepared to audit standards.
- To advise and make follow- up to accountants dealing with external audit queries
- To ensure that the internal financial control system is functioning properly and providing advice to improve the system
- To make sure that internal and external queries are resolved as advised

Salary scale: TGS.C

11. JOB TITLE: ECONOMIST II (1 Post)

Duty Station: RITA Headquarter Dar es salaam

QUALIFICATIONS:

Applicants should be holders of a Bachelor Degree in Economics, Economic Planning or Agriculture Economics and Agribusiness from a reputable and recognized higher learning institution. The applicant should have good interpersonal and communication skills and computer literacy.

Duties and Responsibilities:

- To collect statistics and different information and analyze them for the preparation of policy and planning
- Analyzing data to test the effectiveness of current policies, products or services and advising on the suitability of alternative courses of action
- Compile, analyze, and report data and forecast market trends, applying mathematical models and statistical techniques
- Evaluating past and present economic trends
- To prepare and distribute data to a range of stakeholders
- To do research and identify chances/ opportunity in registration field
- To do a Research on different issue regarding the implementation of economic policy in general

Salary Scale: TGS D

12. JOB TITLE: SUPPLIES/PROCUREMENT OFFICER II (1 Post)

Duty Station: RITA Headquarter Dar es Salaam

Qualifications:

Applicants should be holders of an Advanced Diploma in Materials Management, or a Bachelors Degree in Procurement and Logistics or a B.Com Degree with a Procurement or Materials Management bias. The applicants should demonstrate good interpersonal and communication skills and computer literacy.

Duties and Responsibilities:

- To procure supplies, services and equipments.
- To keep up to date records on Agency's store and stock.
- To perform daily stock control.
- To prepare materials requirement estimates.
- To carry out inventory analysis and control equipment validity and value.
- To keep and update stores records.
- To prepare monthly stores report of all physical and card balances.
- To undertake stock review and report stock levels to the Supplies Officer.
- To ensure that stores are kept in proper bins, racks or location
- To maintain security and safety of RITA goods/stocks.
- To maintain stores ledger.

Salary Scale: TGS D.

13. JOB TITLE: IT/MIS MANAGER (1 Post)**Duty Station: Headquarters – Dar es Salaam****QUALIFICATIONS:**

Must have a Degree or Advanced Diploma in IT / Computer Science , MCSE and Master's Degree in MIS, Computer Science or related discipline from a recognized University should be an added advantage .Must have at least 3 years experience in IT/MIS in a reputable organization with active MIS with excellent oral and written communication.

DUTIES AND RESPONSIBILITIES

- To advise the Director of Planning and ICT on matters relating to ICT
- To develop the strategic vision of RITA's information systems to ensure the proper recording, analysis, retrieval and timely reporting;
- To coordinate and manage the information technology support (information, networking, hardware maintenance , security, end user support, programming, and database administration)
- To coordinate development and testing the MIS based on the design and requirements of RITA;
- To coordinate development of other databases as directed by RITA Management
- To continuously evaluate the MIS and consult with Management, staff and other stakeholders in ensuring that the MIS meets the needs and that timely up-to-date information for effective, monitoring, and evaluation
- To coordinate development of data communication links with district offices to exchange data with the MIS system as per design requirements
- To keep track of information technology assets including data administration, security of hardware, software and data at both RITA HQ and District offices, and ensuring high standard is maintained.
- To ensure that the information and data within the RITA remains secure.
- Ensure compliance with standard and legal requirements on the software and hardware procured, installed and utilized by the Agency

SALARY SCALE: TGS J**14. JOB TITLE: COMPUTER SYSTEM ANALYST (1 Post)****Duty Station: Headquarters – Dar es Salaam****Qualifications**

An applicant should be a holder of a Degree or Advanced Diploma in Computer Science/IT or a related field. MCSE or a Master's Degree in MIS, Computer Science or related discipline from a recognized University should be an added advantage. Should has excellent oral and written communication skills.

DUTIES AND RESPONSIBILITIES

- To ensure proper installation of computers,
- To assist in training staff and troubleshooting minor IT problems,
- To install any authorized software's to the systems and to other staff
- To make adjustments to the systems parameters when required
- To maintain, install other types of devices like printers, scanners, projectors, laptops etc
- To document present procedures and operating methods
- To design systems flow charts of information movements and computer oriented control
- To design inputs and outputs files and report format
- To make backup copies of all databases and transaction logs regularly
- To develop methodologies for implementing and improvements of IT
- To monitor and supervise the websites & databases

Salary Scale: TGS D**15. JOB TITLE: MARKETING AND PLANNING MANAGER (1 Post)****Duty Station: Headquarters – Dar es Salaam****QUALIFICATIONS:**

Applicants should have a Masters degree in Marketing or Business Administration from a reputable and recognized higher learning institution and not less than 5 years experience in marketing functions/management

from a reputable organization. The applicant should have good interpersonal and communication skills and computer knowledge.

DUTIES AND RESPONSIBILITIES:

- To conduct market research and manage relevant reporting concerning marketing of the agency.
- To manage and review the effectiveness of marketing department.
- To advise the director of Planning, Research and Information on matters concerning marketing, research, external relation and related elements of business and strategic planning
- To design marketing strategy so as to expand market
- To monitor and control marketing and customer care programs.
- To advise on service design price and distribution of services to match with needs and expectations in the market.
- To prepare management reports, revealing objectives of programs, resources used, achievement and constraints according to RITA's business plan
- To carry out any other duties related to the above that may be assigned by supervisors.
- To design and develop RITA's system of collecting statistical data relating to births, deaths, marriages, divorces, adoptions, and trusteeship
- To analyze statistical data on the births, deaths, marriages, divorces, adoptions, trusteeship and coordinate publishing of the same in accordance with the relevant law.

16. JOB TITLE: MONITORING AND EVALUATION OFFICER (1 Post)

Duty Station: Headquarters – Dar es Salaam

Qualifications:

Applicants should possess a degree in Development Studies, Sociology or Statistics from recognized Higher Learning Institutions. The applicant should have at least three years of working experience in the related field with excellent oral and written communication skills and computer knowledge

DUTIES AND RESPONSIBILITIES

- Provide substantive input and facilitate the development of high-quality results-based consolidated monitoring and evaluation systems;
- Identify appropriate outcomes, outputs, indicators, targets and benchmarks to be used to monitor and evaluate RITA programs
- Work with partners to ensure that the collection of relevant and appropriate data which is needed for effective monitoring and evaluation system
- Produce monthly, quarterly and annual reports
- Assist the CEO in establishing the Monitoring and Evaluation framework system
- Facilitate capacity building for implementation partners to enable them to monitor and evaluate various agency activities and produce reports

SALARY SCALE: TGS D

17. JOB TITLE: MARKETING OFFICER (1 Post)

Duty Station: (RITA Headquarter Dar es salaam)

QUALIFICATIONS:

A holder of Bachelor degree in Business Administration, majoring in Business and Marketing or a related field from a reputable and recognized higher learning institution. The applicant should have good interpersonal and communication skills and computer literacy. A candidate with an experience will be an added advantage

Duties and Responsibilities:

- To manage and maintain positive relationships with media partners.
- To take responsibility for originating and planning campaigns
- To provide progress reports on campaigns
- Provide regular information where necessary to assist with the compilation
- To organize and manage specific marketing campaigns and promotional events from conception through to completion.
- To develop and implement promotion strategies for all projects
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Salary Scale: TGS D.

18. JOB TITLE: STATISTICIAN II (1 posts)

Duty station: Headquarter- Dar es Salaam

Qualifications:

Applicants should possess a minimum Bachelor Degree in Statistics, Economics or Mathematics or related field from a recognized Higher Learning Institutions. The applicant should have at least three years of working experience in the related field, good interpersonal and communication skills and computer knowledge

Duties and Responsibilities:

- To collect statistical data from the field
- To create procedures/system of collecting data and that of taking samples
- To collect, analyze and submit data to your supervisor
- Ensure timely collection and distribution of questionnaires for various surveys
- Designing surveys to gather consumer feedback
- Predicting demand for product and services
- Prepare reports that summarize the analysis of research data, interpret the findings and provide conclusions and recommendations
- Participate in disseminating data

Salary scale: TGS.D

19. JOB TITLE: PUBLIC RELATIONS OFFICER (1 Post)

Duty Station: Headquarter – Dar es Salaam

Qualifications:

Applicants should be holders of a Bachelors Degree or Advanced Diploma in Journalism from any recognized Institution. The applicant should have at least three years of working experience in the related field, good interpersonal and communication skills and computer literacy.

Duties and Responsibilities:

- To deal with day to day customer queries.
- To suggest ways to solve customer queries.
- To assist in implementing client satisfaction survey.
- To market RITA Services to public/ target market.
- To administer all activities relating to Promotion, Advertising and Public Relations functions and image of RITA.
- To provide staff support to the marketing of the RITA services, including market planning, marketing goals, event planning and execution of RITA promotion in various exhibitions.
- To implement the strategic marketing goals and objectives of the organization.
- To oversee the design, marketing, promotion, delivery and quality of services.
- To assure that the RITA's mission, programs and services are consistently presented with a strong and positive image to stakeholders.
- To create promotional material and work with outside vendors such as graphic designers, printers, photographers to make sure all communications reflect the standards and mission of RITA.

Salary Scale TGS.D

MODE OF APPLICATION

Candidates should submit their handwritten letters of application with copies of original relevant academic and professional certificates and testimonials so as to reach the undersigned within two weeks after the first appearance of this advertisement. Only short listed candidates will be contacted. Candidates are required to indicate the names and contact of at least two referees. Any forged document will lead to legal disciplinary action against the offender.

Apply to: The Chief Executive Officer/Administrator General,
Registration, Insolvency and Trusteeship Agency-(RITA),
Kipalapala Street; Block 516 Upanga,
P.O. Box 9183,
DAR ES SALAAM.