

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/B/198

22nd September, 2025

On behalf of Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill thirteen **(13)** vacant posts mentioned below: -

**1.0 TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICE
AGENCY (TEMESA)**

Tanzania Electrical, Mechanical and Electronics Services Agency (TEMESA) was established on 26th August, 2005 under the Executive Agencies Act No. 30 of 1997 through Government Notice No. 254. TEMESA is mandated to provide efficient and effective Electrical, Mechanical, Electronic Services, Reliable and Safe Ferry Transport Services and Hiring of Equipment to Government Institutions and the Public at large.

The Agency is currently implementing a major transformation strategy aimed at operating commercially and competitively in the current market landscape, improving efficiency, competitiveness, and client satisfaction.

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| POST | REGIONAL MANAGER |
| EMPLOYER | TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONIC SERVICES AGENCY (TEMESA) |
| REPORTS TO | CHIEF EXECUTIVE |
| DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> (i) To manage operations efficiently to ensure timely delivery of services while maintaining high standards of quality including high quality maintenance and repair services; (ii) To Manage resources (tools, materials, equipment) to ensure Region is well equipped without excess costs or shortages; (iii) To Develop and monitor customer services practice focusing on response time, service quality and timely complaints resolution; (iv) To lead and support a team of supervisors and administrative staff, providing clear direction on regional goals and objectives, setting clear performance expectations, measurable goals and provide regular feedback; (v) To prepare and manage regional budget, prioritizing cost – effective solutions without compromising on service quality; (vi) To prioritize ongoing training to technical staff by working with supervisors and Human Resources Section to identify skill gap and organize relevant courses or workshops; (vii) To collaborate closely with technical staff to ensure high standards in service delivery; (viii) Seek ways to improve operations including maintenance process, incorporating new technologies and best practice to enhance service delivery; (ix) Expand the Agency’s presence and market share within the region by identifying and capitalizing on local business opportunities; (x) Build strong relationship with customers by driving and implementing sales initiatives and strategies to achieve revenue targets; (xi) Build and maintain positive relationship with local communities (CSR), stakeholders and authorities to support the Agency’s Objectives; |

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| | <p>(xii) Respond to local challenges, opportunities and changes to maintain competitiveness and relevance;</p> <p>(xiii) To prepare regular reports on regional performance including financial health, operational efficiency and employee productivity;</p> <p>(xiv) To Develop and execute regional plans that align with the overall Agency's policies, procedures, and objectives, focusing on customer satisfaction and market expansion; and</p> <p>(xv) To perform any other official duties as may be assigned by the supervisor.</p> |
| QUALIFICATIONS | Bachelor and Master's Degree in one of the following fields; Business Administration majoring in Finance, Commerce majoring in Finance, Finance, Marketing, Economics, Economics and Statistics, Public Administration, Electrical, Mechanical, Electronics, Electromechanical Engineering. The candidate from Engineering fields must be registered by Engineering Registration Board (ERB) as a Professional Engineer. The Master Degree which relates to his/her Bachelor Degree is added advantage. |
| DESIRABLE ATTRIBUTES/QUALITIES | Strong Leadership and Team Management Skills, Sales and Marketing Skills, Commercial and Business Judgment, Customer-Centric Mindset, Financial and Resource Management Skills, Excellent Communication and Interpersonal Skills, Innovative and Open to Change, Integrity and Professionalism. |
| WORK EXPERIENCE | The candidate must have a minimum of Eight (8) years of working experience in related field. |
| AGE LIMIT | Not more than 45 years except for those who are in Public service should not exceed 55 years |
| TERMS OF EMPLOYMENT | Permanent and Pensionable |
| SPECIAL CONDITION | The appointed candidate will be required to sign a Performance Agreement with Chief Executive with set targets and performance indicators. Performance will be evaluated annually, and failure to achieve the agreed targets, the appointed candidate shall be referred to the position of Principal Officer in his Scheme of Service. |
| REMUNERATION/SALARY SCALE | TMSS 10 |

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| APPLICATION TIME LINE | Fourteen days (14) from the date of advertisement |
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| POST | MANAGER OF CONSULTANCY SERVICES |
| EMPLOYER | TANZANIA ELECTRICAL, MECHANICAL AND ELECTRONICS SERVICES AGENCY (TEMESA) |
| REPORTS TO | DIRECTOR OF MAINTENANCE AND TECHNICAL SERVICES |
| DUTIES AND RESPONSIBILITIES | <ul style="list-style-type: none"> (i) To collaborate with engineering teams to develop project proposals; (ii) To oversee performance of consultancy project teams and other staff; (iii) To develop strategies for acquiring new clients and expand consultancy services; (iv) To build relationships with potential clients and partners to promote Agency's consultancy services; (v) To ensure projects meet quality standards by coordinating engineering teams to set project requirements and performance metrics; (vi) To work with engineering teams to establish standardized processes which can improve consistency and quality across projects; (vii) To Oversee projects from inception to completion, ensuring they are delivered on time, within budget, and the required quality standards; (viii) To prepare regular reports on project progress, financial performance to keep Agency's Management informed; (ix) To Identify and mitigate risks associated with consultancy projects (delays, budget overruns etc) (x) To engage with various stakeholders, corporate executives, regulatory bodies to build trust and support; (xi) To coordinate with public relations teams to communicate project success and positive outcomes; (xii) To perform any other official duties as may be assigned by the supervisor. |

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| QUALIFICATIONS | <ul style="list-style-type: none"> • Bachelor and Master's Degree in one of the following fields; Project Management, Economics, Economics and Statistics, Business Administration majoring in Finance, Commerce majoring in Finance, Marketing, Electrical, Mechanical, Electronics, Electromechanical Engineering. The candidate from Engineering fields must be registered by Engineering Registration Board (ERB) as a Professional Engineer. The Master Degree which relates to his/her Bachelor Degree is added advantage. |
| DESIRABLE ATTRIBUTES/QUALITIES | <ul style="list-style-type: none"> • Project Management Expertise, Client Relationship Management, Commercial Thinking and Financial Insight, Marketing and Promotion Abilities, Collaboration and Team Coordination, Adaptability and Innovation, Excellent Communication and Interpersonal Skills, Ethical Conduct and Confidentiality. |
| WORK EXPERIENCE | <ul style="list-style-type: none"> • The candidate must have a minimum of Eight (8) years of working experience in related field. |
| AGE LIMIT | <ul style="list-style-type: none"> • Not more than 45 years except for those who are in public service should not exceed 55 years |
| TERMS OF EMPLOYMENT | <ul style="list-style-type: none"> • Permanent and Pensionable |
| SPECIAL CONDITION | <ul style="list-style-type: none"> • The appointed candidate will be required to sign a Performance Agreement with Chief Executive with set targets and performance indicators. Performance will be evaluated annually, and failure to achieve the agreed targets, the appointed candidate shall be referred to the position of Principal Officer in his Scheme of Service. |
| REMEUNERATION/ SALARY SCALE | TMSS 10 |
| APPLICATION TIME LINE | Fourteen days (14) from the date of advertisement |

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania.
- ii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;
- 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 who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;

- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, President's Office, Public Service Recruitment Secretariat, P.O. Box 2320, **Tambukareli- Dodoma**.
- xiv. Deadline for application is **05th October, 2025**;
- xv. Only shortlisted candidates will be informed on the date of interview and;
- xvi. 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