

TANZANIA NATIONAL PARKS



VACANCIES ANNOUNCEMENT

Tanzania National Parks (TANAPA) is a Parastatal organization charged with legal mandate to manage and regulate the use of areas designated as National Parks so as to preserve the country's heritage of natural and cultural resources in Tanzania. The mission of TANAPA is therefore to sustainably conserve and manage park resources and their aesthetic values for the benefits of present and future generations of mankind and provision of high class tourism products and services.

In order to efficiently carry out this mission, TANAPA is looking for highly qualified Tanzanians to fill the following vacancies:-

1. Senior IT Analyst – Networking (1 POST)

Reporting Relationship : Reports to Principal IT Analyst

Duty Station : TANAPA Headquarters or National Parks

(i) Qualifications:

Holder of degree in Computer Science or its equivalent qualification from a recognised Institution. She/He should also be an Cisco Certified Engineer, iDirect satellite technology knowledge is an added advantage.

(ii) Experience:

At least five years of relevant working experience in Networking Operating Centre.

(iii) Key Responsibilities:

- Monitoring Computer Security System.
- Providing technical assistance to users.

- Participating in detailed distributed real time systems analysis.
- Analyzing network system performance and preparing performance and usage reports;
- Coordinating system testing;
- Operating and supporting dedicated WAN hub.
- Writing user's manuals;
- Ensuring proper installation of all systems and networks;

(iv) **Age limit** : Not above 35 years of age

(v) **Salary Scale** : TANAPA G.8

2. IT Analysts (2 POSTS)

Reporting Relationship : Reports to Principal IT Analyst

Duty Station : TANAPA Headquarters or National Parks

(i) Qualifications:

Holder of Degree in Computer Science or equivalent qualifications from a recognised Institution.

(ii) Experience:

At least two years of relevant working experience

(iii) Key Responsibilities:

- Analysis of documents, files and report related to work flow;
- Data base and network administration;
- Documenting present procedures and operating methods;
- Designing systems flow charts of information movements and computer oriented control;
- Designing and reporting format for inputs and outputs files;
- Making backup copies of all databases and transaction logs regularly;
- Making adjustments to system parameters when necessary to improve performance;

(iv) **Age limit** : Not above 35 years of age.

(v) **Salary Scale** : TANAPA G.7

3. INTERNAL AUDITOR (1 POST)

Reporting Relationship : Reports to Chief Internal Auditor

Duty Station : TANAPA Headquarters or National Parks

(i) Qualifications

Holder of Bachelor Degree or Advanced Diploma in Accountancy from a recognized institution with CPA (T) / ACC or ACA and must be registered with NBAA as an authorized accountant in practice and computer literacy

(ii) Experience

At least three years of working experience in the related field

(iii) Key Responsibilities

- Carrying out audit of financial statements.
- Witnessing stock taking and annual board of survey
- Preparing internal audit reports.
- Participating in special audits and special investigations.
- Orienting and coaching Assistant Internal Auditors in auditing.
- Reviewing working papers prepared by juniors.
- Timely responding to audit queries emanating from audit working papers after review by superiors.
- Preparing audit working papers and audit files.
- Making follow up on audits queries, both internal and external.
- Performing any other duties related to the field as may be assigned by superior.

(iv) Age limit: : Not above 35 years of age

(v) Salary Scale : TANAPA G.7

4. Laboratory Technicians (3 POSTS)

Reporting Relationship : Reports to Clinical Officers in respective Parks

Duty Station : National Parks

(i) Qualifications:

Holder of Diploma in Laboratory Technology from a recognised Institution. A candidate must have basic knowledge in computer and possess analytical report writing skills.

(ii) Experience:

At least three working experience in the related field.

(iii) Key Responsibilities:

- Keeping cleanliness and safety of laboratory supplies, reagents and equipment;
- Preparing equipment and reagents for laboratory investigations;
- Performing laboratory investigations;
- Preparation of reagents for laboratory investigations;
- Maintaining proper and up to date records of all samples received and analysed.
- Performing any other related duties that may be assigned by superior.

(iv) Age limit : Not above 35 years of age.

(v) Salary Scale : TANAPA G.4

5. Park Rangers Grade IV (12 POSTS)

Reporting Relationship : Report to Park Wardens / Heads of Protection Department in the Respective Parks

Duty Station : National Parks

(i) Qualifications:

Holder of Form IV Certificate with Basic Certificate in Wildlife Conservation from Pasiansi Wildlife Conservation Training Institute. Candidates with Certificate in basic military training from the National Service will be considered for recruitment after a successful completion of a three months field training conducted by TANAPA.

(ii) Experience

Applicants should have completed the relevant professional training in the year 2010 or 2011.

(iii) Key Responsibilities

- Conducting patrol activities
- Providing guard services in the Park
- Receiving and sending radio messages during patrols
- Undertaking cleaning functions at the ranger posts
- Arresting offenders
- Attending cases/court hearings, giving evidence in wildlife cases
- Participating in early fire burning and suppression activities
- Collecting information on unusual events and monitoring activities
- Writing patrol reports
- Participating in rescue operations.

(iv) Age limit : Not above 25 years of age

(v) Salary Scale : TANAPA 01

6. Drivers (4 POSTS)

Reporting Relationship : Personnel and Administrative Officer

Duty Station : National Parks

(i) Qualifications

Form IV Secondary Certificate with passes in three subjects including English. Candidates should have the following Driving Licences Classes C₁, C₂, C₃, D & E. Applicants who passed Class C with the above classes will have an added advantage. Applicants should also possess a Trade Test Certificate in Motor Vehicles Mechanics from a recognized Institution and Advanced Drivers Certificate from the National Institute of Transport (NIT).

(ii) Experience:

At least three years continuous driving experience.

(iii) Key Responsibilities

- Driving passenger vehicles, pick-ups and lorries
- Maintaining vehicle logbook and movement records;
- Undertaking minor maintenance of vehicles;
- Making regular checks of vehicles and other machinery to ensure cleanliness and serviceability.
- Performing other related duties assigned by a superior

(iv) Age limit : Not above 35 years age

(v) Salary Scale : TANAPA G.3

7. Office/Park Attendants (5 POSTS)

Reporting Relationship : Personnel and Administrative Officer

Duty Station : National Parks

(i) Qualifications:

Form IV education certificate with passes in English and Kiswahili

(ii) Experience:

At least two years of working experience.

(iii) Key Responsibilities:

- Cleaning Offices and environment
- Moving files from offices
- Watering plants
- Trimming grass and shrubs
- Carrying out messengerial duties e.g. photocopying, handling postage, collecting of mail from post office, distributing stationary to the officers
- Loading and unloading office equipment from place to place
- Participating in early burning and fire suppression in the Park
- Performing other duties assigned by supervisor.

(iv) Age limit : Not above 35 years age

(v) Salary Scale : TANAPA G.3

8. Assistant Technicians (3 POSTS)

Reporting Relationship : Personnel and Administrative Officer

Duty Station : National Parks

(i) Qualifications:

Holder of Form IV Certificate with a Trade Test Certificate in Motor Vehicle in Mechanics from recognized Vocational Training Institution.

(ii) Experience:

At least two years of working experience in the relevant field.

(iii) Key Responsibilities:

- Carrying out functions such as plumbing, metal work, painting, etc;
- Assisting Technicians in day to day activities;
- Repairing furniture and equipment;
- Carrying out minor wood, civil and mechanical works; and
- Performing any other related duties as may be assigned by superior.

(iv) Age limit : Not above 35 years age

(v) Salary Scale : TANAPA G.3

9. Civil Technician (1 POST)

Reporting Relationship : Reports to Chief Park Warden.

Duty Station : National Parks

(i) Qualifications:

Holder of Full Technician Certificate (FTC) or equivalent qualifications from a recognized institution. Must be computer literate

(ii) Experience:

At least two years of working experience in the related field.

(iii) Key Responsibilities:

- Conducting daily inspection of all park facilities and utilities to Ensure proper serviceability
- Carrying out general maintenance and minor repairs as required
- Supervising artisans in their related fields
- Keeping maintenance records; and
- Performing any other duties related to the field as may be assigned by superior.

(iv) Age limit: : Not above 35 years age

(v) Salary Scale : TANAPA G.4.

10. Accounts Technicians (14 POSTS)

Reporting Relationship : Park Accountant

Duty Station : National Parks

(i) Qualifications:

Applicants should possess Ordinary Secondary School Certificate with Accounting Technician Certificate from recognised Institutions.

(ii) Experience:

At least one year of relevant experience

(iii) Key Responsibilities

- Performing book keeping duties
- Preparing payment vouchers and disbursing cash
- Revenue collection and receiving cash and cheque from customers
- Maintaining Petty cash, Revenue, sales and purchase daybooks
- Maintaining staff imprest records & retirement
- Preparing salary deduction
- Preparing monthly & payroll summary sheet

(iv) Age limit: Not above 35 years age

(v) Salary Scale: TANAPA G. 3

11. Accounts Assistant (13 POSTS)

Reporting Relationship : Park Accountant

Duty Station : National Parks

(i) Qualifications:

Ordinary Diploma in Accountancy or equivalent qualification from any recognised institution. Candidates should be computer literate.

(ii) Experience:

At least one year of relevant experience

(iii) Key Responsibilities

- Preparing payment vouchers
- Collecting revenue
- Maintaining petty cash, revenue, sales and purchase daybooks
- Maintaining staff imprest records & retirement
- Preparing monthly summary of all Analysis books
- Preparing list of outstanding payments
- Preparing salary deduction
- Preparing monthly & payroll summary sheet
- Preparing bills and recording invoices.

(iv) **Age limit** : Not above 35 years age

(v) **Salary Scale** : TANAPA G.4

12. Assistant Accountants (10 POSTS)

Reporting Relationship : Park Accountant

Duty Station : National Parks

(i) Qualifications:

Bachelor degree/Advanced Diploma in Accountancy or equivalent qualifications from a recognised Institution

(ii) Experience:

At least three years of working experience

(iii) Key Responsibilities

- Maintaining cash book (main) & prepare monthly summary
- Doing bank reconciliation
- Verifying payment vouchers
- Maintaining general ledger
- Maintaining subsidiary ledgers such as debtors, & creditors; ledgers, fixed asset register, journal book1
- Supervising accounts assistant activities
- Preparing monthly summary of all subsidiary books.

(iv) **Age limit** : Not above 35 years age

(v) **Salary Scale** : TANAPA G.6

MODE OF APPLICATION

Only qualified persons should submit their **hand written letters** of application with copies of relevant academic, school leaving and professional certificates, copies of Birth certificates and testimonials so as to reach the undersigned before or by **29/01/2012 at 1600HRS**. Applicants are also required to indicate the names and contacts of at least two referees.

**DIRECTOR GENERAL,
TANZANIA NATIONAL PARKS
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ARUSHA.**

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TANAPA IS AN EQUAL OPPORTUNITY EMPLOYER

“WOMEN ARE ENCOURAGED TO APPLY”