

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/216

6th February, 2023

VACANCY ANNOUNCEMENT (ONE YEAR CONTRACT)

On behalf of the Workers Compensation Fund (WCF), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill 22 vacant posts as mentioned below;

1.0 THE WORKERS COMPENSATION FUND (WCF)

Workers Compensation Fund (WCF) is a Social Security Scheme established in accordance with Section 5 of the Workers Compensation Act (Cap 263 R.E of 2015). The main purpose for the establishment of the Fund is to provide for adequate and equitable compensation for employees who suffer occupational injuries or contract occupational diseases arising out of, and in the course of their employment and in case of death, for their dependants. The Fund started its operations on 1st July 2015. All employers in the public and private sectors in Mainland Tanzania are compulsorily required to contribute to the Fund.

1.1 ICT OFFICER (COMPUTER SYSTEMS PROGRAMMER) - 4 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- (i) To design interactive applications based on deployment platform like web, mobile etc;
- (ii) To prepare functional and non-functional technical specifications;
- (iii) To break down program specification into its simplest elements and translating this logic into a programming or scripting language;
- (iv) To code, test, debug and install application programmes;
- (v) To configure appropriate application servers based installed application program;
- (vi) To prepare program documentation; and

(vii) To perform any other duty as may be assigned by the superior.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Computer Science or equivalent qualifications from an accredited institution.

1.1.3 REMUNERATION

Attractive remuneration package.

1.2 CLAIMS ADMINISTRATION OFFICER II - 7 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- (i) To Make follow up of documentations for unpaid claims to insure completeness;
- (ii) To assist in maintaining documentation of claims records;
- (iii) To assist in processing payment of claims and benefits;
- (iv) To participate in investigation of occupational accidents, diseases and death;
- (v) To assist in compiling claims, investigations and payment statistics; and
- (vi) To perform any other related duties as may be assigned by the respective supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Insurance, Social Security Administration, Social Protection, or equivalent qualification from an accredited institution.

1.2.3 REMUNERATION

Attractive remuneration package.

1.3 COMPLIANCE OFFICER - 11 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- (i) To identify and making follow up on noncompliant employers;
- (ii) To prepare reminder notices to employers who do not remit contributions on time;
- (iii) To participate in periodic and special inspection visits to employers;
- (iv) To assist in preparing reports, statistics and records on compliance matters;
- (v) To maintain documentation of compliance activities; and

(vi) To perform any other related duties as may be assigned by the supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Business Administration, Marketing, Finance, Economics, Law, Insurance, Social Security Administration, or equivalent qualification from an accredited institution.

1.3.3 REMUNERATION

Attractive remuneration package.

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- 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, Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **19th February, 2023**;
- xv. Only shortlisted candidates will be informed on a date for 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>/<http://portal.ajira.go.tz> and not otherwise <http://portal.ajira.go.tz>/(This address also can be found at PSRS Website, Click **'Recruitment Portal'**)*

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT