

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/ 318

7th June, 2023

On behalf of The Electrical Transmission and Distribution Construction and Maintenance Company Limited (ETDCO Limited), Public Service Recruitment Secretariat invites qualified Tanzanians to fill eight **(08)** vacant posts mentioned below.

1.0 ELECTRICAL TRANSMISSION AND DISTRIBUTION CONSTRUCTION AND MAINTENANCE COMPANY LIMITED (ETDCO LIMITED)

Electrical Transmission and Distribution Construction and Maintenance Company Limited (ETDCO Limited) is a subsidiary company of The Tanzania Electric Supply Company (TANESCO) established in June 2016 under Companies Act, Act No 12 of 2002 and came into operation January 2017. The company is mandated to undertake business of Construction and Maintenance of Electricity infrastructure within the Country and beyond. The Company is a Registered Contactors Registration Board (CRB) as Class One Contractor. It is mandated to carry out the businesses as construction and Maintenance of Electrical Transmission and Distribution networks by promoting commercial engineering, financial, environmental a, asset management services such as undertaking design, project management, technical due diligence, technological assessment, supervision, specifications, construction supervision and testing and quality control, training and capacity building in Transmission and Distribution of Electrical networks, to carry on the work of construction of Electrical Transmission and Distribution networks, undertake and execute all types of mechanical and electrical testing and commissioning, including ascertaining of quality of materials such as poles, conductors, insulators, all types of switchgears and any other electrical accessory which will be required during the

assigned duty, feasible and acceptable in nature, to carry on businesses in Electrical Transmission and Distribution Networks Construction and Maintenance ,testing , transportation and erection and management as a contractor, engineers and consultants and to undertake and execute and contracts , or works, involving advisory services or use of new technology, skilled or unskilled labour required for the aforesaid or similar object and carry out any ancillary or other works comprised in such contracts and to carry our agency work for the objects and mobilize finance for construction and Maintenance of Electrical Transmission and Distribution Networks from various sources including public funds, private sector, commercial banks and development partners for financing of materials manufacturing, testing , transportation and installation.

1.1 TRANSMISSION ENGINEER (1 Post),

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To construct and maintain various Electrical Distribution & Transmission networks.
- ii. To create structural models by using computer aided design software's.
- iii. To develop designs and evaluates possible alternatives to meet both major and minor substation and transmission line >35kV project requirements. The primary design responsibilities encompass site preparation of the substation or pole location of the transmission line, foundation design, and steel support design, writing material specification and ordering various structures as needed.
- iv. To work closely with the project manager on overall project management from inception to energizing.
- v. To develop detailed design specifications and standards appropriate for the use in compiling material lists, procurement activities for equipment, materials and service required for project completion.
- vi. To evaluate, from an engineering standpoint, vendors, manufacturers, equipment and/or components available to meet assignment specifications and recommends awards that optimize cost and reliability.
- vii. To provide budgetary estimates of projects for departmental or interdepartmental incorporation into the Capital Budget.

- viii. To develop and monitor work progress on project schedules to assure proper coordination of events during the design, construction, testing and energizing phases of a project.
- ix. To initiate job task (work orders) and track expenditures as may be required to complete Capital Budget project assignments.
- x. To lead formal and informal meetings concerning assigned projects and is able to communicate effectively with all levels of personnel both in the office and field crews.
- xi. To assist with departmental and interdepartmental training to assure proper installation, operation and/or maintenance of substation or transmission equipment when requested.
- xii. To assign, direct and review the work of assigned engineers and/or other employees associated with an assignment. Consults on problems of a technical nature encountered during various work assignments.
- xiii. To provide forensic review of failed structure and soil erosion issues to provide technical guidance for rectification as a technical expert.
- xiv. To report to the section head and perform other assignments as requested.
- xv. To research existing and new material technology to determine practical applications, strength and durability expectations and cost-benefit information, and prepare material recommendations for current and future projects.
- xvi. To create and present structural overviews for upcoming projects, and develop reports that include technical details for engineers as well as big-picture analysis and cost estimates for project manager.
- xvii. To monitor on-site construction processes and supervise construction workers.
- xviii. To inspect and commission the completed projects including tests of various structures as per specifications and guidelines.
- xix. To measure loads and pressures caused by environmental or human influence.
- xx. To manage Project execution from planning stages, Project Costing, Schedule Tracking and other Methodologies required to implement projects to its successfulness.

- xxi. To manage Resources during project implementations.
- xxii. To generate and present all required technical reports includes daily, weekly, monthly, quarterly, and annual reports.
- xxiii. To modernize and sustain the project execution modality on behalf of ETDCO.
- xxiv. To apply structural engineering principles and methods to designs, performs extensive testing and validation of designs to ensure reliability, performance, and safety standards are achieved.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in in Civil Engineering with an emphasis in structural field, must be registered as Professional Engineer and should have three years of working experience in structural works. MS-project knowledge, strong analytical capabilities with good personal computer skills, Capable of developing test criteria for evaluating structures, material or component thereof and Skilled at use of AISC, ASCE, ISO Standards and Good understanding of ASCE-7-10, ACI-318 and IBC will be an added advantage.

1.2 DISTRIBUTION ENGINEER (2 Posts)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To construct and Maintain various Electrical Distribution Network System.
- ii. To inspect and commission the completed projects including tests of various electrical equipment, components, circuits, or systems.
- iii. To manage Project execution from design and planning stages, project costing, schedule tracking and other methodologies required to implement projects to its successfulness.
- iv. To analyse technical drawings, interpreting specifications, and determining the electrical requirements of a given project.
- v. To liaise with other engineers and clients to ensure overall customer satisfaction.
- vi. To ensure health and safety codes are obeyed at all times.
- vii. To complete quality assurance on all electrical components and projects, and writing up reports.
- viii. To manage resources during project implementations.

- ix. To generate and present all required technical reports includes daily, weekly, monthly, quarterly, and annual reports.
- x. To analyse and approve various construction and engineering plans.
- xi. To Modernize and Sustain the Project Execution modality on behalf of ETDCO.
- xii. To carries out operational studies to ensure high customer and client satisfaction in the distribution projects.
- xiii. To apply electrical engineering principles and methods to designs, performs extensive testing and validation of designs to ensure reliability, performance, and safety standards are achieved.
- xiv. To conduct research and studies on new technologies to innovate and design solutions or products.

To perform any other related duties as assigned.

1.2.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Electrical Engineering or equivalent, must be registered as Professional Engineer, should have least three (3) year of working experience in electrical distribution. MS-project knowledge, Auto-CAD and other electrical engineering software's e.g ETAP, Power5, Dig Silent etc, Planning, design and project management skills, Strong analytical, critical, logical thinking and problem solving skills, Strong multitasking abilities, Ability to focus under pressure and meet deadlines, A sound understanding of safety protocols, Proficient in MS-Office (Excel, Word, Power point), Knowledge of Microsoft Project Management Software will be an added advantage

1.3 PLANNING AND QUALITY ASSURANCE ENGINEER (1 Post)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To implement ETDCO's Project Planning and Quality Assurance functions as well as the day-to-day operations of the business.
- ii. To clearly implement planning goals and communicate them to the subordinates as well as to measure their achievements.
- iii. To prepare of detailed Project Design, Planning, Cost Estimates and Methodology required to implement projects to its successfulness.

- iv. To generate and present technical reports as well as preparing daily, weekly, monthly, quarterly, and annual reports of Safety, Planning and Quality Assurance section.
- v. To conduct Research and Development on Transmission and Distribution Construction and Maintenance works.
- vi. To carry out inspection and operational studies and determine areas to be improved or modified and well as to develop corrective actions and solutions before commissioning the project.
- vii. To review requirements, specifications, codes, processes and technical design documents to provide timely and meaningful feedback.
- viii. To track and monitor all deadlines and budgetary requirements are met on each project.
- ix. To be updated with new testing and measuring technologies.
- x. To review requirements, specifications and technical design documents to provide timely and meaningful feedback
- xi. To create detailed, comprehensive and well-structured test plans and test cases
- xii. To estimate, prioritize, plan and coordinate testing activities
- xiii. To design, develop and execute automation scripts using open source tools
- xiv. To identify, record, document thoroughly and track bugs
- xv. To perform thorough regression testing when bugs are resolved
- xvi. To develop and apply testing processes for new and existing products to meet client needs
- xvii. To liaise with internal teams (e.g. developers and product managers) to identify system requirements
- xviii. To monitor debugging process results
- xix. To investigate the causes of non-conforming software and train users to implement solutions
- xx. To track quality assurance metrics, like defect densities and open defect counts
- xxi. To stay up-to-date with new testing tools and test strategies
- xxii. To assist in conducting tutorial and practical exercise for students under close supervision;
- xxiii. To prepare training and learning resources for tutorial exercise
- xxiv. To assist in conducting researches under close supervision

- xxv. To carry out consultancy and community services under close supervision and
To perform any other related duties as assigned by supervisor

1.3.2 QUALIFICATION AND EXPERIENCE

- Holder of Bachelor Degree in Electrical Engineering or equivalent, must be Registered as professional Engineer, should have at least three (3) year of working experience in electrical distribution, Transmission or substation works. MS-project knowledge, Strong knowledge of software QA methodologies, tools and processes, experience in writing clear, concise and comprehensive test plans and test cases, hands-on experience with automated testing tools, proven work experience in software development, auto-CAD Computer skills will be an added advantage.

1.4 TECHNICIAN DISTRIBUTION (2 Post)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To Construction and Maintenance of various Electrical Distribution Network System.
- ii. To inspect and commission the completed projects including tests of various electrical equipment, components, circuits, or systems.
- iii. To manage Project execution from design and planning stages, project costing, schedule tracking and other methodologies required to implement projects to its successfulness.
- iv. To analyse technical drawings, interpreting specifications, and determining the electrical requirements of a given project.
- v. To liaising with other site team and clients to ensure overall customer satisfaction.
- vi. To ensure health and safety codes are obeyed at all times.
- vii. To complete quality assurance on all electrical components and projects, and writing up reports.
- viii. To manage resources during project implementations.
- ix. To generate and present all required technical reports includes daily, weekly, monthly, quarterly, and annual reports.
- x. To carry out operational studies to ensure high customer and client satisfaction in the distribution projects.

- xi. To apply engineering principles and methods to designs, performs extensive testing and validation of designs to ensure reliability, performance, and safety standards are achieved.
- xii. To conduct studies on new technologies to innovate and design solutions.
To perform any other related duties as assigned.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of FTC/Diploma in Electrical Engineering or equivalent, must be Registered as Engineering Technician, should have at least three years of working experience in electric distribution works. MS-project knowledge, auto-CAD Computer skills, planning, design and project management skills, Strong analytical, critical, logical thinking and problem-solving skills, strong multitasking abilities, ability to focus under pressure and meet deadlines, a sound understanding of safety protocols, proficient in MS-Office (Excel, Word, Power point), strong communication and interpersonal skills will be an added advantage.

1.5 TECHNICIAN (PLANNING & QUALITY ASSURANCE (1Post)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To implement ETDCO's Project Planning and Quality Assurance functions as well as the day-to-day operations of the business.
- ii. To prepare detailed Project Design, Planning, Cost Estimates and Methodology required to implement projects to its successfulness.
- iii. To modernize and sustain the Design, Planning, Surveying, Quality Control on behalf of ETDCO.
- iv. To carry out inspection and operational studies and determine areas to be improved or modified and well as to develop corrective actions and solutions before commissioning the project.
- v. To review requirements, specifications, codes, processes and technical design documents to provide timely and meaningful feedback.
- vi. To document all proceedings and tests and guarantee that classified information remains secure and confidential.
- vii. To track and monitor all deadlines and budgetary requirements are met on each project.
- viii. To be updated with new testing and measuring technologies.

- ix. To review requirements, specifications and technical design documents to provide timely and meaningful feedback
- x. To create detailed, comprehensive and well-structured test plans and test cases
- xi. To estimate, prioritize, plan and coordinate testing activities
- xii. To design, develop and execute automation scripts using open-source tools
- xiii. To identify, record, document thoroughly and track bugs
- xiv. To perform thorough regression testing when bugs are resolved
- xv. To develop and apply testing processes for new and existing products to meet client needs
- xvi. To liaise with internal teams e.g. Developers and product managers) to identify system requirements
- xvii. Monitor debugging process results
- xviii. To investigate the causes of non-conforming software and train users to implement solutions
- xix. To track quality assurance metrics, like defect densities and open defect counts
- xx. To stay up-to-date with new testing tools and test strategies

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of FTC/Diploma in Electrical Engineering or equivalent, must be registered as Engineering Technician, should have at least three (3) years of working experience in either electrical Transmission, Distribution or Substation works. Strong knowledge of software QA methodologies, tools and processes, experience in writing clear, concise and comprehensive test plans and test cases, hands-on experience with automated testing tools, proven work experience in software development, proven work experience in quality assurance software, MS-project knowledge, Auto-CAD Computer skills, planning, design and project management skills, strong analytical, critical, logical thinking and problem-solving skills will be an added advantage.

1.6 ASSISTANT TRANSPORT OFFICER (1post)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To ensure correct equipment registers are maintained
- ii. To oversee the operation of all ETDCO Equipment are being used in compliance with the requirements of the Transport Policy
- iii. To ensure all drivers/operators are competent to drive/operate Equipment and have a valid driving license
- iv. To ensure activities are coordinated to enable the most efficient use of equipment Facilitate Fuelling services through Suppliers (GPSA etc.)
- v. To assist to prepare monthly, quarterly and annual repair and maintenance progress reports from projects and submit the same to the Management;
- vi. To monitor Vehicle utilization including preparation of all vehicles reports for management decision;
- vii. To facilitate timely renewal of Motor Vehicles Insurance and Road License.
- viii. To assist in the development and maintenance of routing schedules for individual sections;
- ix. To ensure the correct equipment maintenance is carried out at the reasonable cost;
- x. To ensure that all log sheets and other records are accurately maintained for all transport inputs;
- xi. To provide performance indicators to departments during budget planning and preparation;
- xii. To maintain Planned Preventive Maintenance schedules and co-ordinate maintenance planning with all ETDCO departments (sections) and equipment users;
- xiii. To monitor expenditure on fuel and maintenance to ensure it is in line with the ETDCO overall transport budget allocation;
- xiv. To assist in the selection of suitable workshop facilities for the maintenance and repair of ETDCO transport means and carry out monitoring of selected facilities' performance;
- xv. To provide information and advice necessary for equipment procurement disposal and replenishment

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of FTC/Diploma in Automobile engineering, Automobile Mechanics, Auto electrical engineering, or Auto electro Mechanical engineering. Transport Management, Logistics Management, Logistics and Transport Management will be an added advantage.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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;
- 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 employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

- xii. 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);
- 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, University of Dodoma, Utumishi /Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **14th June, 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/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**