

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND ECONOMIC AFFAIRS**



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Kivukoni Front/Ohio Street,  
P. O. Box 8327,  
Dar es Salaam,  
Tanzania.



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**MILLENNIUM CHALLENGE ACCOUNT – TANZANIA**

**VACANCY**

The Millennium Challenge Account-Tanzania (MCA-T) is an Accountable Entity under the Ministry of Finance and Economic Affairs responsible for the implementation of a five-year Compact package consisting of various infrastructure projects funded by the US Government. MCA-T is a semi-government institution with a Governing Board responsible for the supervision of Program implementation. In order to achieve the Compact objectives, suitably qualified Tanzanians are invited to fill the Water Projects Officer vacant post. Details of duties and responsibilities for the post are also available in our website: [www.mca-t.go.tz](http://www.mca-t.go.tz).

**POST: WATER PROJECTS OFFICER**

**LOCATION: DAR ES SALAAM**

**Reporting:** The Water Projects Officer will be reporting to the Director of Water Sector Projects.

**Main Duties and Responsibilities**

Duties and responsibilities of the Water Project Officer include (but are not limited to) the following:

- Assist the Director of Water Sector Projects on the technical aspects of procurement of services of consultants and contractors who will undertake surveys, final designs and civil works for water projects;
- Advise the Director of Water Sector Projects on all cross cutting aspects on environment, monitoring and evaluation as well as procurement which are linked to the water project;

- Prepare and monitor implementation plans, budget and risks throughout of the water project lifecycle;
- Monitor and evaluate projects' physical and financial progress. Identify, plan and execute necessary actions to keep projects' progress on track;
- Track, process and recommend for approval of consultants/contractors' invoices as submitted by the implementing entities and facilitate timely payments for the same;
- Review and process claims/addendum on extension of time and additional cost from the implementing entities, design/supervision consultants and contractors and advise the Director of Water Sector Projects accordingly;
- Follow up on all implementation activities of the water sector projects including participation in site meetings when needed to do so. Take actions to ensure that the meetings have outcomes and follow up actions are taken;
- Participate in final inspection of water project activities and comment for final approvals of assignments like 'built drawings' and related software;
- Participate in the inspection tasks and thereafter approval of main construction materials/installations;
- Prepare and submit in a timely manner progress reports to the Director of Water Sector Projects;
- Ensure effective and economic use of MCA-T assets; and
- Perform any other duties and responsibilities as may be assigned or requested from time-to-time by the Director of Water Sector Projects.

### **Qualifications and Experience**

- Professional engineer registered with ERB with a minimum BSc degree qualification in civil or water engineering
- Postgraduate qualifications in water engineering or contract management
- A minimum of six (6) years of relevant experience working in water related projects, inclusive of two (2) years in design and two (2) years in construction supervision/contract management of water projects
- Experience in construction for water treatment plant and installation of large diameter pipe in urban areas is desirable
- Computer knowledge including MS Project and MS Excel
- Experience with FIDIC conditions of contract will be an added advantage

### **ADDITIONAL ATTRIBUTES TO ALL APPLICANTS**

- Oral and written fluency in Kiswahili and English;
- Demonstrate ability to work collaboratively with national and international stakeholders and counterparts;
- Ability to work with multidisciplinary teams and institutions;
- Responsible, flexible attitude and capability of managing a variety of tasks with minimal supervision.
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### **REMUNERATION**

Competitive pay packages will be offered to the right candidate based on the applicants' qualifications and experience.

### **MODE OF APPLICATION**

- Interested candidates should send their application letters written in own hand and supported by detailed Curriculum Vitae (CVs), copies of certificates , certified academic transcripts and two recent passport size photo to reach the undersigned **on or before 22<sup>nd</sup> April,2010 at 10:00 am** in Room 217 at the MCA-T Offices, NDC Development House, Kivukoni/Ohio Street Dar es Salaam.
- Applicants should indicate reliable contact postal address and telephone numbers;
- Names and contact addresses of three referees;
- Applicants who are serving in the Public Service must route their applications through their respective employers;
- Any application without relevant documents will not be considered;
- Women candidates are encouraged to apply in confidence;
- Only short listed candidates will be called for an interview on a date to be decided later.

### **MODE OF ENGAGEMENT**

Three years contract renewable on satisfactory service.

All applications must be sent to the:

Chief Executive Officer,  
Millennium Challenge Account-Tanzania,  
Tel: 2124634  
Fax: 2124644  
P. O. Box 8327,  
**DAR ES SALAAM**