

GEITA URBAN WATER SUPPLY AND SANITATION AUTHORITY

(GEUWASA)



VACANCIES ANNOUNCEMENT

Geita Urban Water Supply and Sanitation Authority (GEUWASA) is Semi-Autonomous Government Agency operating under the Ministry of Water and Irrigation. It was declared water board on 29st May 2002 by the Minister responsible for water and published in the Government notice 258 on 20st June 2002 in accordance with the water works act, Cap 272 to operate and manage water supply and sanitation service in Geita town.

In order to attain GEUWASA vision and Mission, GEUWASA is seeking to recruit dynamic, experienced, competent and qualified performance driven Male and Female to fill the following career opportunity:

1. GIS OFFICER (1 POST)

REPORTING TO: TECHNICAL MANAGER

TERMS OF SERVICE: SPECIFIC PERIOD CONTRACT

KEY RESULT AREA

- Prepare Master plan for Urban Water Supply Network.
- Prepare Geographical information System of Urban Water Supply Network.

Essential Duties and Responsibilities

- Maintain data on production/update water systems maps, customer/distribution/collection systems and data on population served.
- Prepare drawings of water/sewerage works
- Analysis and conversion of GIS data in different formats using GPS, Electrical Data Recorder, Digitizers and other means
- Prepare bills of quantities (BOQ) and estimates for water and sewerage works
- Prepare periodic reports on the activity of the Unit

Qualifications Required, Competency and Experience

- Holder of degree in Land Surveying, Urban and Regional Planning, land information system or equivalent qualification.
- Knowledge and experience in using GIS mapping hardware and software
- Relevant working experience within or more than three years (3) of relevant experience in planning and designing duties.

- Good command in English and Kiswahili (Written and Verbal)

2. PLUMBER II (6 POST)

REPORTING TO: MANAGER

TERMS OF SERVICE: SPECIFIC PERIOD CONTRACT

KEY RESULT AREAS

- Responsible for pipefittings and maintenance of water distribution system.

Essential Duties and Responsibilities

- Repairing water leakage
- Inspecting transmission and reporting deviation
- Reporting on unauthorized water connection
- Opening and closing section valves
- Report unauthorized water connections, maintain records of water theft incidences
- Carry out water disconnection of debtors and reconnection after payments
- Maintain proper records of water connections/disconnection/reconnection carried out

Qualifications Required, Competency and Experience

- Holder of form IV with trade test II/I in Plumbing/Pipe fitter of equivalent qualification with two years work experience in plumbing works

3. CUSTOMER SERVICE OFFICER (2 POST)

REPORTING TO: COMMERCIAL MANAGER

TERMS OF SERVICE: SPECIFIC PERIOD CONTRACT

KEY RESULT AREAS

- Responsible for efficient and effective customer satisfaction through fast communication and close follow up of issue raised

Essential Duties and Responsibilities

- Makes follow-up of customer complaints and ensure proper and timely remedial action is taken to provide the required services
- Maintain all the time the good image of the authority
- Ensure that all identified and approved vulnerable groups/people are provided with free water services
- Ensure that all customer are registered on the database with accurate account number

Qualifications Required, Competency and Experience

- Holder of Diploma in Business Administration/Marketing/Mass Communication or any relevant qualification with 3 years of experience
- Working experience in not less than five (3) years in related field
- Good command in English and Kiswahili (Written and Verbal).

4. ASSISTANT SALES OFFICER (7 POST)

REPORTING TO: **COMMERCIAL MANAGER**

TERMS OF SERVICE: **SPECIFIC PERIOD CONTRACT**

KEY RESULT AREAS

- To carry out meter reading operations in the zone and ensure the meters are clean and working, water bills are distributed to customers on time and there are no illegal water connections by customers in the zone.

Essential Duties and Responsibilities

- Read all meters allocated to them by section head
- Keep track of all meters in the area of operation
- Prepared meter reading and customer bills distribution report for their area
- Prepare adjustment forms for customer with problematic bills
- Clean clogged water meters in the zone are in working condition
- Receive and addresses customer complaints
- Report faulty meter to the relevant officers

Qualifications Required, Competency and Experience

- Holder of form IV with trade test II/I in plumbing/ pipe fitter or equivalent qualification with three years work experience in plumbing work
- Two years (2) working experience in relevant field.
- Good command in English and Kiswahili (Written and Verbal).

5. LABORATORY TECHNICIAN II (1 POST)

REPORTING TO: **Water Production Engineer**

TERMS OF SERVICE: **SPECIFIC PERIOD CONTRACT**

KEY RESULT AREAS

- Responsible for monitoring water quality of raw water and treated water ensure that it is in compliance with prescribed standards.

Essential Duties and Responsibilities

- Carries out water sample tests everyday in order to establish the types and quantity of water treatment.
- Carries out the analysis of raw water and treated water
- Collects water sample at different parts of water treatment plant for analysis and recording
- Performs water and waste water treatment processes
- Carries out Physical, Chemical and bacteriological analysis of water and waste water

Qualifications Required, Competency and Experience

- Holder of Diploma in water laboratory or equivalent qualification
- Two years (2) working experience in relevant field.

- Good command in English and Kiswahili (Written and Verbal).

6. SEWAGE AND MAINTANANCE TECHNICIAN II (1 POST)

REPORTING TO: TECHNICAL MANAGER

TERMS OF SERVICE: SPECIFIC PERIOD CONTRACT

KEY RESULT AREAS

- Responsible for maintenance of sewerage and sanitation system.

Essential Duties and Responsibilities

- Prepares and ensure implementation of sewerage network schedules and environment management programs.
- Supervises rehabilitation and maintenance of sewer system
- Prepare cost estimates for rehabitation and maintenance of sewer system
- Complies data on customer sewerage and environmental pollution
- Prepares periodic reports on sewerage operation and maintenance and submit to relevant authority
- Recommends to the Technical Manager all sewerage issues which needs corrective measures in order to avoid unnecessary cost.

Qualifications Required, Competency and Experience

- Holder of Diploma /FTC in Civil/Sanitary/Environmental Engineering or equivalent qualification
- Two years (3) working experience in relevant field.
- Good command in English and Kiswahili (Written and Verbal).

N.B GENERAL CONDITIONS FOR APPLICANTS

All applications should be in written form and have to be enclosed with the following documents:

- All applicants must be citizen of Tanzania.
- Two recent passport size picture should be attached
- The Curriculum Vitae (CV) must incorporate all contacts telephone numbers, mobile box numbers, e-mail and physical addresses.
- Applicants should apply on the strength of information given in the advertisement
- **FORM IV AND VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
- Testimonials, partial transcript and result slips will **NOT** be accepted.
- Certificates from foreign examinations bodies, colleges or University should be verified by NECTA, NACTE or TCU.
- Certified copies of certificates of Form IV, VI, University degree, Academic Transcript and Birth Certificate.
- Full names and detailed address of three referees (Address should include Mobile Phone, email address and postal address).
- Application letter should be written in English
- Applicants with special needs/ case (disability) are supposed to indicate.

- Applicants who will submit fraudulent documents will be subjected to criminal proceedings.

In additional to the qualifications mentioned, the incumbent is expected to possess the following traits

- Excellent communication skills
- Highly intelligent and ability to adopt to changes quickly
- Capacity to work under teamwork spirit, establish and maintain effective working relations with different people and stakeholder
- Ability to work under minimum supervision

Mode of Applications

All applications should be sent to GEUWASA Office and be addressed to:

**The Managing Director,
Geita Urban Water and Sanitation Authority,
P. O. Box 477,
GEITA.**

Closing Date:

ALL APPLICATION SHOULD BE SENT BEFORE 27TH August 2019.

"WOMEN ARE ENCOURAGED TO APPLY"