

ARUSHA URBAN WATER SUPPLY AND SANITATION AUTHORITY



EMPLOYMENT OPPORTUNITIES

The Arusha Urban Water Supply and Sanitation Authority (AUWSA) is a legally established entity responsible for the overall operations and management of water supply and sanitation services in Arusha City. It is among of the best Authorities in Tanzania.

The core function of the Authority is to deliver excellent water supply and sanitation services for all categories of customers and stakeholders in Arusha City.

In order to attain its vision and mission, AUWSA is seeking to recruit dynamic, experienced, competent and qualified Tanzanians to fill the following vacant posts within the Authority's establishment.

1.0 HUMAN RESOURCE AND ADMINISTRATION MANAGER:

1.1 Appointing Authority: Board of Directors.

1.2 Reports To: Managing Director.

1.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education / Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of a Bachelor Degree / Advance Diploma in Human Resource Management, Industrial Relations, Law or Public Administration from a recognized Institution.
- Holder of a Master Degree in Human Resource Management, Industrial Relations, Law or Public Administration from a recognized Institution.
- Should have at least ten (10) years of relevant work experience out of which at least two (2) years should be in a senior position

1.4 Employment Terms: Three years Contract - Renewable upon satisfactory performance.

1.5 Main Duties & Responsibilities:

- i. To advise the Managing Director on the welfare and development of Human Resource.
- ii. To oversee development and implementation of HR and Administrative policies and regulations of the Authority,
- iii. To oversee adherence to HR Policies, laws and Regulations within the Authority.
- iv. To oversee mainstreaming of diversity issues such as HIV Aids, Gender and disability.
- v. To oversee performance management within the Authority.
- vi. To supervise development of staff development and training program
- vii. To oversee development of strategies and plans for attracting and retaining requisite staff within AUWSA.
- viii. To supervise management of AUWSA buildings and vehicles.
- ix. To oversee performance appraisal, training and development.
- x. To oversee discipline and industrial relations and other employee relations affairs as per Employment and Labour Relations Act (2004) and Labour Institutions Act (2004).
- xi. To conduct performance appraisal to all staff under the department
- xii. To oversee recruitment, orientation and promotion of staff
- xiii. To oversee handling of staff welfare matters such as medical services, staff loans and grants, sports and games, burial services, and any other services considered to be important to staff.
- xiv. To oversee discharge of Authority's administrative activities such as, record keeping (Registry), post services, transport, social gatherings, scheduled meetings and staff visits and tours.
- xv. To perform any other related duties as may be assigned by the Managing Director.

2.0 TECHNICAL SERVICES MANAGER (Re – Advertised):

2.1 Appointing Authority: Board of Directors.

2.2 Reports To: Managing Director.

2.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education/Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of a Bachelor Degree in Engineering (Civil, Electrical, Mechanical, Environment, Water, Sanitary or Sewerage Management) from a recognized Institution.
- Holder of a Masters Degree in Engineering (Civil, Electrical, Mechanical, Environment, Water, Sanitary or Sewerage Management) from a recognized Institution.
- Must be registered by Engineers Registration Board (ERB) as a Professional Engineer
- Should have at least ten (10) years of relevant work experience out of which at least two (2) years should be at a senior position

2.4 Employment Terms: Three years Contract - Renewable upon satisfactorily performance.

2.5 Main Duties & Responsibilities:

- i. To oversee water supply and sewerage systems.
- ii. To provide advice on the policies, standards, and procedures for:-
 - The production and distribution of water.
 - The control of water quality and wastewater effluent.
 - The maintenance and operation of sanitation systems.
 - The maintenance and operation of tools, equipment and vehicles used in running water and sanitation works.
 - The maintenance of natural vegetation and landscape of the water sources as well as water and wastewater treatment plants including tank sites and booster station.
 - Setting materials and financial performance targets in conjunction with the Finance and Administration Manager.
 - Preparation of environmental reports related with core functions of the Authority.
- iii. To oversee treatment of water and disposing of water wastes.
- iv. To oversee maintenance and repair, Construction of water network activities of the Authority.
- v. To prepare annual budgets and manpower plans for the Technical Services Department.
- vi. To oversee planning of urban water development projects so as to ensure that operation, maintenance and quality requirements are taken into account.
- vii. To develop procedures for water quality monitoring.
- viii. To conduct performance appraisal to all staff under the department
- ix. To prepare technical specification for water and sanitation projects ready for procurement process.
- x. To perform any other related duties as may be assigned by the Managing Director.

3.0 CUSTOMER SERVICES MANAGER:

3.1 Appointing Authority:Board of Directors.

3.2 Reports To:Managing Director.

3.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of a Bachelor Degree / Advance Diploma in Marketing, Business Administration, Economics, Finance, Commerce from a recognized institution.
- Holder of a Master Degree in Marketing, Business Administration, Economics, Finance, Commerce from a recognized institution.
- Should have at least ten (10) years of relevant work experience out of which at least two (2) years should be at a senior position.

3.4 Employment Terms: Three years Contract - Renewable upon satisfactorily performance.

3.5 Main Duties & Responsibilities:

- i. To advise the Managing Director on effective means of dealing with AUWSA customers.
- ii. To oversee the development of policies and plans for attracting and satisfying customers.
- iii. To oversee monitoring of water supply at public supply points (such as water kiosks and stand pipes).

- iv. To supervise connection of new customers as well as disconnection and reconnection.
- v. To ensure the customers are informed of all developments with regards to water and sewerage services.
- vi. To manage meter readings, calculation of bills and preparation of Invoices (billing).
- vii. To analyze existing customers or potential customer needs and devise appropriate methods for their satisfaction.
- viii. To monitor the revenue collections from customers and devise appropriate policies or plans to ensure timely payments.
- ix. To set-up and control annual billing or revenue collection targets depending on the service supply and demands of consumers, and devise appropriate methods to achieve them.
- x. To conduct performance appraisal to all staff under the department
- xi. To monitor and facilitate continuous customer survey or inspections to ensure that all customers are registered and that water supplied to consumers is billed according to the agreed procedures.
- xii. To prepare and recommend tariff setting formulas and required prices depending on the established costs.
- xiii. To address customer queries and complaints
- xiv. To perform any other relevant duties as may be assigned by the Managing Director.

4.0 HEAD OF LEGAL SERVICES UNIT:

4.1 Appointing Authority:Board of Directors.

4.2 Reports To:Managing Director.

4.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of Bachelor Degree in Law with bias in Commercial Law, Public Enterprise Law or Business Law from a recognized Institution.
- Holder of Master's Degree in Law with bias in Commercial Law, Public Enterprise Law or Business Law from a recognized Institution.
- Plus successful one year training at the School of Law and registered as an Advocate of the High Court and Subordinate Courts.
- Should have at least ten (10) years of relevant work experience out of which at least two (2) years should be in a senior position.

4.4 Employment Terms:Unspecified Period Contract

4.5 Main Duties & Responsibilities:

- i. To advise the Managing Director on all legal issues
- ii. To liaise with other national and international institutions on all matters pertaining to law, contracts, insurance and security matters affecting AUWSA.
- iii. To act as Secretary to the Secretariat of the Board Meeting.
- iv. To safe keep official seal, contracts and other instruments entered into by the Authority.
- v. To supervise drafting of prescribed legal documents and forms of the Authority.
- vi. To serve as custodian of the Authority instruments or statutory books including registers of customers and directors.
- vii. To file and appear for criminal and civil proceedings in the court on behalf of the Authority
- viii. To conduct performance appraisal to all staff under the Unit.
- ix. To perform any other relevant duties as may be assigned to him/her by the Managing Director

5.0 HEAD OF REVENUE SECTION:

5.1 Appointing Authority: Management Committee.

5.2 Reports To: Finance Manager.

5.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of Bachelor Degree in Accountancy or any other equivalent qualification from a recognized Institution.
- Holder of Masters Degree in Accountancy or any other equivalent qualifications from a recognized Institution who has a CPA (T) or any professional qualification recognized by NBAA and registered by NBAA as a Graduate Accountant (GA) category.
- The Candidate must have working experience of at least eight (8) years in a relevant field of which at least two (2) years should be at a senior position

5.4 Employment Terms: Unspecified Period Contract

5.5 Main Duties & Responsibilities:

- i. To monitor adherence to Financial regulations,
- ii. To develop strategies to increase revenue,
- iii. To analyze booking patterns and market trends,
- iv. To initiate promotions to boost AUWSA revenue,
- v. To forecast revenue performance,
- vi. To liaise the sales teams,
- vii. To supervise preparation of revenue reports
- viii. To consolidate and compile final accounts, management reports, etc.
- ix. To train junior and new staff on financial and accounting reporting systems, and practices.
- x. To conduct performance appraisal to all staff under the Section.
- xi. To provide on the job training and guidance to junior staff
- xii. To perform any other related duties assigned by the Finance Services Manager.

6.0 HEAD OF SUPPLIES & STORE UNIT:

6.1 Appointing Authority: Management Committee.

6.2 Reports To: Managing Director.

6.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of Bachelor Degree in Materials Management, Procurement and Supplies Management, Procurement and Logistics Management, Supply Chain Management or equivalent qualifications from a recognized institution.
- Holder of Masters Degree in Materials Management, Procurement and Supplies Management, Procurement and Logistics Management, Supply Chain Management or equivalent qualifications from a recognized institution.
- Must have been Certified as Supplies Professional (CSP) or Certified as Procurement and Supplies Professional (CPSP) and must be registered by the PSPTB as authorized procurement/supplies officer
- Should have at least eight (8) years of relevant work experience out of which at least two (2) years should be at a senior position.

6.4 Employment Terms: Unspecified Period Contract

6.5 Main Duties & Responsibilities:

- i. To advise the Managing Director on all matters related to supplies and storage.
- ii. To supervise stock taking of all materials, movable and immovable fixed assets.
- iii. To review, formulate and update changes in supplies policies of the Authority for final decision
- iv. To establish effective inventory control and materials management policies, procedures, guidelines and regulations and ensure their implementation.
- v. To verify and inspect goods for quality and quantity upon delivery, issue or during storage.
- vi. To supervise and carry out stock counts, stock valuations and establish provisions for obsolete and slow moving items.

- vii. To liaise with and compile all procurement requirements of the different departments, sections and units
- viii. To conduct inspection on the quality of procured items
- ix. To conduct performance appraisal to all staff under the Unit.
- x. To ensure adherence to proper procurement practices and procedures
- xi. To perform any other relevant duties as may be assigned by the Managing Director

7.0 CONSTRUCTION ENGINEER (Re – Advertised):

7.1 Appointing Authority: Management Committee.

7.2 Reports To: Technical Services Manager.

7.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education / Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of Bachelor Degree in Civil, Environmental, Sanitary or Water Resources Engineering from a recognized institution.
- Holder of Master's Degree in Civil, Environmental, Sanitary or Water Resources Engineering from a recognized institution.
- Must be registered by the Engineers Registration Board as a Professional Engineer.
- Should have at least four (4) years of relevant work experience.

7.4 Employment Terms: Unspecified Period Contract

7.5 Main Duties & Responsibilities:

- i. To carry out preliminary investigation of water works for new connections.
- ii. To undertake preliminary investigation of water works for renewals and repairs.
- iii. To make preliminary investigation of water works for rehabilitation of systems for future development.
- iv. To carry out data collection, compilation and evaluation of water works.
- v. To participate in preparing drawings/sketches of water works and buildings.
- vi. To participate in production/updating water systems maps customers/distribution/collection systems
- vii. To participate in preparation of bill of quantities (BOQ) for water works.
- viii. To participate in undertaking construction and rehabilitation of water, sewerage and buildings works.
- ix. To perform any other relevant duties as may be assigned by the respective Supervisor

8.0 SEWERAGE ENGINEER (Re – Advertised):

8.1 Appointing Authority: Management Committee.

8.2 Reports To: Technical Services Manager.

8.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of Bachelor Degree in Civil, Environmental, Sanitary or Water Resources Engineering from a recognized institution.
- Holder of Master's Degree in Civil, Environmental, Sanitary or Water Resources Engineering from a recognized institution.
- Must be registered by the Engineers Registration Board as a Professional Engineer
- Should have at least four (4) years of relevant work experience.

8.4 Employment Terms: Unspecified Period Contract

8.5 Main Duties & Responsibilities:

- i. To prepare sewerage network schedules
- ii. To collect customers sewerage data and information.
- iii. To conduct training programmes for sewerage staff on the use of safety equipment such as, gas detector, safety belts, and oxygen masks, jetting machines, municipal winches, power rodders and ventilating machines.

- iv. To train sewerage staff on how to use some sensitive equipment such as closed circuit television which is used inside the sewer lines to analyse the extent of damage pipes before declaring them to be removed.
- v. To prepare and update a list of all customers who are provided with sewer services
- vi. To monitor sewerage connections and recommend rectification measures.
- vii. To monitor and analyse water in order to determine amount of waste water being discharged to the sewerage network.
- viii. To compile sewerage operations and maintenance reports.
- ix. To perform any other relevant duties as may be assigned by the respective Supervisor.

9.0 LEGAL OFFICER GRADE II (2 Posts):

9.1 Appointing Authority: Management Committee.

9.2 Reports To: Head of Legal Services Unit.

9.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education / Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of a Bachelor Degree in Law or equivalent qualification from a recognized institution upon completion of an internship or legal practical training at Law School of Tanzania.
- Must have ability to speak and possess good writing skills in English and Kiswahil
- Must be computer literate.
- He or She must have a working experience in a relevant field

9.4 Employment Terms: Unspecified Period Contract

9.5 Main Duties & Responsibilities:

- i. To participate in negotiations for drawing up general contracts
- ii. To assist in drafting Legal Instruments such as contracts, and other agreements.
- iii. To provide legal opinion in relation to the Authority's functions,
- iv. To maintain proper and safe custody of all legal documents,
- v. To assist in carrying out any relevant legal research
- vi. To perform any other related duties as may be assigned by the respective Supervisor.

10.0 ICT OFFICER II (1 Post):

10.1 Appointing Authority: Management Committee.

10.2 Reports To: Head of ICT Unit.

10.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education / Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder Bachelor degree or Advanced Diploma in ICT related subjects or equivalent qualification from a recognized institution.
- He or She must have a working experience in a relevant field

10.4 Employment Terms: Unspecified Period Contract

10.5 Main Duties & Responsibilities:

- i. To design various computer systems relevant to the Authority
- ii. To undertake routine maintenance of ICT equipment.
- iii. To develop websites and social media pages
- iv. To assist users on generation of their reports.
- v. To carryout installations and upgrading of ICT software.
- vi. To carry out maintenance of ICT hardware and software
- vii. To customise business needs and requirements to the application software.
- viii. To perform and schedule regular backups.
- ix. To perform other related duties as may be assigned by the respective Supervisor.

11.0 ICT TECHNICIAN (1 Post):

11.1 Appointing Authority: Management Committee.

11.2 Reports To: Head of ICT Unit.

11.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holders of a Diploma in ICT or FTC in Computer Engineering or related fields from a recognized institution.
- He or She must have a working experience in a relevant field

11.4 Employment Terms: Unspecified Period Contract

11.5 Main Duties & Responsibilities:

- i. To carry out day to day installation, configuration, update and maintenance of computers and peripheral equipment (such as printers, scanners, etc).
- ii. To provide technical support to staff and other users in the use of IT services and equipment.
- iii. Registers computer network users and defines their access levels for security purposes.
- iv. To carryout minor computer network maintenance.
- v. To train new computer network users.
- vi. To perform other related duties as may be assigned by the respective Supervisor.

12.0 RECORDS MANAGEMENT ASSISTANT (1 Post):

12.1 Appointing Authority:Management Committee.

12.2 Reports To:Head of Administration Section.

12.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Certificate with a certificate in Records Management from a recognized Institution.
- Computer literacy will be an added advantage.
- He or She must have a working experience in a relevant field

12.4 Employment Terms:Unspecified Period Contract

12.5 Main Duties & Responsibilities:

- i. To monitor file movements
- ii. To receive in-coming mail and records it in relevant register.
- iii. To receive and keep official records,
- iv. To open relevant files according to record keeping regulations,
- v. To trace, locate and retrieve files when needed by officers,
- vi. To perform any other duties as may be assigned the supervisor

13.0 ASSISTANT CUSTOMER SERVICE OFFICER (4 Posts):

13.1 Appointing Authority: Management Committee.

13.2 Reports To: Head of Customer Services Section.

13.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA).
- Holder of Diploma in Business Administration (Marketing), Commerce in Marketing, Economic Planning, Mass Communication or any other relevant qualifications from a recognized Institution.
- The candidate must have ability to speak and possess good writing skills in English and Kiswahili and be proficient in Computer applications.
- He or She must have a working experience in a relevant field

13.4 Employment Terms:Unspecified Period Contract

13.5 Main Duties & Responsibilities:

- i. To participate in identifying customers and their needs;
- ii. To participate in monitoring and reviewing business performance;
- iii. To participate in gathering market information;

- iv. To perform any other related duties as may be assigned by the respective Supervisor.

14.0 OPERATIONS AND MAINTENANCE ARTISAN II (5 Post):

14.1 Appointing Authority: Management Committee.

14.2 Reports To: Head of Operations and Maintenance Section.

14.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of a Certificate of Secondary Education /Advanced Certificate of Secondary Education from National Examination Council of Tanzania (NECTA), who has undertaken Vocational Training and Holder of Trade Test III or Level I in plumbing & pipe fitting or equivalent qualification from a recognized Institution.
- He or She must have a working experience in a relevant field.

14.4 Employment Terms: Unspecified Period Contract

14.5 Main Duties & Responsibilities:

- i. To participate in carrying out electrical and mechanical maintenance and repair of machines, motors, equipment, pumps and motor vehicles as directed.
- ii. To perform any other related duties as may be assigned by the respective Supervisor

15.0 SECURITY GUARD II (1 Post):

15.1 Appointing Authority: Management Committee.

15.2 Reports To: Head of Administration Section.

15.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of Secondary School certificate / Advanced Secondary School certificate from National Examination Council of Tanzania (NECTA).
- Must have undergone TPDF, National Service (JKT), Police, Auxiliary Police, Prisons or People's Militia training.
- Most possess motor cycle driving license from the approved Authority (TRA).
- The candidate must have ability to speak and possess good writing skills in English and Kiswahili and be proficient in Computer applications.
- He or She must have a working experience in a relevant field

15.4 Employment Terms: Unspecified Period Contract

15.5 Main Duties & Responsibilities:

- i. To maintain security of AUWSA property including the premises and other properties.
- ii. To patrol AUWSA premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates are properly secured.
- iii. To monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- iv. To write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- v. To secure AUWSA premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- vi. To apprehend criminals and evict violators.
- vii. To watch for irregularities (such as fire hazards, leaking water pipes, lights left on, equipment malfunctions, unlocked security doors) and report incidents or problems to the appropriate authority
- viii. To perform any other related duties as may be assigned by supervisor.

16.0 MOTOR VEHICLE DRIVER II (2 Posts):

16.1 Appointing Authority: Management Committee.

16.2 Reports To: Head of Administration Section.

16.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of Secondary School certificate / Advanced Secondary School certificate from National Examination Council of Tanzania (NECTA)

- Holder of Class “C1 or E” Driving License coupled and who has attended a Basic Driving Course and at **least one clean driving record**.
- The candidate must have ability to speak and possess good writing skills in English and Kiswahili and be proficient in Computer applications.
- He or She must have a working experience in a relevant field

16.4 Employment Terms: Unspecified Period Contract

16.5 Main Duties & Responsibilities:

- i. To handle and drive the vehicle assigned.
- ii. To keep in good and safe working condition and identify any defects on vehicle and its accessories before and after making any trip.
- iii. To make regular inspection of vehicles;
- iv. To carry out minor repairs to the vehicle;
- v. To assist in collecting and dispatching mails;
- vi. To clean assigned vehicles,
- vii. To perform any other relevant duties as may be assigned by supervisor.

17.0 TELEPHONE OPERATOR II (1 Post):

17.1 Appointing Authority: Management Committee.

17.2 Reports To: Head of Administration Section.

17.3 Minimum Required Qualifications and Experience:

The successful applicant must be / have:

- Holder of Secondary School certificate / Advanced Secondary School certificate from National Examination Council of Tanzania (NECTA)
- Holder of a Certificate in Telephone Operator/Receptionist or Customer relations management who have ability to operate modern switch Boards.
- The candidate must have ability to speak and possess good writing skills in English and Kiswahili and be proficient in Computer applications.
- He or She must have a working experience in a relevant field

17.4 Employment Terms: Unspecified Period Contract

17.5 Main Duties & Responsibilities:

- i. To screen visitors and direct them to the correct staff member or department.
- ii. To maintain the general filing system and file all correspondence
- iii. To receive, direct and relay telephone messages and fax messages
- iv. To keep the reception area tidy
- v. To answer phones and operate a switchboard.
- vi. To answer, screen and forward any incoming phone calls.
- vii. To receive and sort daily mail/deliveries/couriers
- viii. To perform any other related duties as may be assigned by the respective Supervisor.

18.0 PACKAGE:

All above vacancies carry an attractive competitive salary and remuneration package in accordance with the qualifications, required skills and experience stated in specific vacant post and AUWSA's Scheme of Service and Salary Structure.

19.0 GENERAL CONDITIONS:

- i. Interested and qualified candidates are invited to apply by sending their application letters attached with certified copies of relevant certificates, testimonials and detailed Curriculum Vitae (CV).
- ii. The CV must incorporate all contacts telephone numbers, mobile, box numbers, e-mail and physical addresses.
- iii. Form IV and VI result slips are strictly not accepted.
- iv. Certificates from foreign examination Bodies, Colleges or Universities should be verified by NECTA, NACTE or TCU.
- v. Only short-listed candidates (who meet requirements) will be contacted for interview.
- vi. Applicants who will submit fraudulent documents will be subjected to criminal proceedings.
- vii. Applicant who have earlier applied for the post which are currently re- advertised should not submit their application.

- viii. In addition to the qualifications mentioned, the incumbent is expected to possess the following traits:
- Excellent communication skill.
 - High integrity and ability to adapt to changes quickly.
 - Capacity to work hard, under pressure and meet strict deadlines.
 - Ability to work under teamwork spirit, establish and maintain effective working relations with different people and stakeholders.
 - Ability to work under minimum supervision.

Applications should be addressed to the undersigned so as to reach him/her not later than **21st November, 2016 16:30 HRS**

**MANAGING DIRECTOR,
ARUSHA URBAN WATER SUPPLY & SANITATION AUTHORITY
P.O.BOX 13600,
ARUSHA**

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