

# MUSOMA URBAN WATER SUPPLY AND SANITATION AUTHORITY



## EMPLOYMENT OPPORTUNITY

Musoma Urban Water Supply and Sanitation Authority (MUWASA) is a utility established under section 9 of the Water Supply and Sanitation Act No. 12 of 2009 with the objective of provision of Water Supply and Sanitation services in Musoma Municipality. In this respect, the activities of MUWASA have specifically expanded and the Authority now invites applications from suitably qualified and skilled individuals who are self-motivated, dynamic and result oriented to fill the following posts.

<b>Title of the Position:</b>	<b>Commercial Manager (1 post)</b>
Scope of the position and expected output	Formulation of policies and strategies for customer attraction and ensure efficient and effective customer data collection and computation.
<b>Appointed by</b>	<b>Board</b>
<b>Reporting to</b>	<b>Managing Director</b>
<b>Supervises</b>	<b>Department staffs</b>
Key Duties&Responsibilities	<ol style="list-style-type: none"> <li>i. To ensure that customer data collection, computation and analysis is carried out and to ensure taking of proper action to satisfy customer demands and needs.</li> <li>ii. To carry out customer satisfaction survey.</li> <li>iii. To formulate policies and strategies for customer attraction.</li> <li>iv. To ensure the monitoring of water supply at public supply points (such as water kiosks and stand pipes).</li> <li>v. To ensure timely connection of new customers as well as disconnection and reconnection.</li> <li>vi. To appraise and counsel staff in the department.</li> <li>vii. To prepare department's budget.</li> <li>viii. To ensure the customers are informed of all developments with regards to water and sewerage services.</li> <li>ix. To formulate policies for making water and sewerage customers satisfied with the Authority's services (e.g. promotional/advertisement activities for the</li> </ol>

	<p>urban population)</p> <ul style="list-style-type: none"> <li>x. To manage meter readings, calculation of bills and preparation of Invoices (billing).</li> <li>xi. To perform any other duties as may be assigned by the Managing Director.</li> </ul>
Qualification&Experience	<p>Holders of Masters Degree in Finance, Accountancy, Business Administration, Marketing, Economics or equivalent qualification from any recognized Institution with working experience of at least eight (8) years at a senior position with computer skills.</p>
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>
<b>Title of the Position:</b>	<b>Electro Mechanical Engineer II – (1 post)</b>
Scope of the position and expected output	<p>Responsible for general maintenance and repair of all mechanical and electrical plant equipment for effective and efficiency running of the water plant.</p>
<b>Appointed by</b>	<b>Managing Director</b>
<b>Reporting to</b>	<b>Technical Manager</b>
<b>Supervises</b>	<b>Nil</b>
Key Duties&Responsibilities.	<p><b>Repair and Maintenance</b></p> <ul style="list-style-type: none"> <li>i. To carry out maintenance and repair of all mechanical and electrical water treatment plant pump stations, equipment, meters and valves.</li> <li>ii. To assist in developing policies, standards, and procedures for the mechanical and electrical maintenance and repair of water plant, vehicles and equipment.</li> <li>iii. To coordinate the preparation of preventive mechanical and electrical maintenance programs for plant and equipment.</li> <li>iv. To maintain up to date documentation on maintenance and repair.</li> <li>v. To coordinate regular inspections of plant and equipment.</li> <li>vi. To monitor servicing, maintenance and repair activities.</li> <li>vii. To advise on appropriate mechanical, electrical maintenance and repair equipment for procurement.</li> <li>viii. To coordinate training of maintenance and repair for Technicians.</li> <li>ix. To prepare and submit maintenance and</li> </ul>

	<p>repair reports.</p> <p>x. To attend unscheduled maintenance and repair emergency cases.</p> <p>xi. To prepare maintenance and repair budget.</p> <p>xii. To perform any other duties as may be assigned by the supervisor.</p>
Qualification&Experience	<p>The holder of this position must possess the following:-</p> <p>(i) Holder of a Bachelor Degree in Electro-Mechanical Engineering, Mechanical Engineering, Electrical Engineering, or equivalent qualifications from a recognized University/Institution. Must be registered as a Graduate Engineer with Engineers Registration Board.</p> <p>(ii) Must have at least one year working experience in water utility agencies.</p> <p>(iii) ICT literate with good and proven interpersonal communication skills.</p>
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>
<b>Title of the Position:-</b>	<b>Chemical Processing Engineer II - (1 post)</b>
Scope of the Position and expected output	Responsible for general Plant water treatment processes as per established standards for healthy use of customers.
<b>Appointed by</b>	<b>Managing Director</b>
<b>Reporting to</b>	<b>Technical Manager</b>
<b>Supervises</b>	<b>Water Laboratory Staff</b>
Key Duties&Responsibilities	<p><b>Water Production</b></p> <p>i. To analyze and recommend means for production and treatment of water.</p> <p>ii. To assist in formulating policies, standards and procedures for water treatment.</p> <p>iii. To monitor performance of water sources and water treatment plant.</p> <p>iv. To determine and monitor the amount of water chemicals and the inventory.</p> <p>v. To formulate long term plan and annual budget for water production and treatment.</p> <p>vi. To manage water sources.</p> <p>vii. To regularly determine resources requirement for proper production of adequate quality water.</p> <p>viii. To carry out other duties as may be assigned.</p> <p><b>Sanitation</b></p> <p>i. To collect and analyze data on sewerage.</p> <p>ii. To conduct training for sewerage staff on the use of safety and sanitary gears.</p>

	<ul style="list-style-type: none"> <li>iii. To ensure quality of wastewater effluent discharged into the lake.</li> <li>iv. To compile monthly and quarterly wastewater quality reports.</li> <li>v. To perform any other duties as may be assigned by supervisor.</li> </ul>
Qualification&Experience	<p>The holder of this position must possess the following:-</p> <ul style="list-style-type: none"> <li>(i) Holder of a Bachelor Degree in Chemical Processing Engineering, or equivalent qualifications from a recognized University/Institution. Must be registered as a Graduate Engineer with Engineers Registration Board.</li> <li>(ii) Must have at least one year working experience in water utility agencies.</li> <li>(iii) ICT literate with good and proven interpersonal communication skills.</li> </ul>
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>
<b>Title of the Position</b>	<b>Personal Secretary – II (1 Post)</b>
Scope of the Position	Keeping and recording of the executive's diary and typing confidential and open documents.
<b>Appointed by</b>	<b>Managing Director</b>
<b>Reporting to</b>	<b>Human Resources Officer</b>
<b>Supervises</b>	<b>Nil</b>
Key Duties&Responsibilities	<ul style="list-style-type: none"> <li>i. Keeping dairies of meetings for the head of sections, and arrange venues for the meetings;</li> <li>ii. Keeping and recording appointment in the diary and remind the concerned Officer's accordingly;</li> <li>iii. Filling all correspondences relating to the meetings chaired/attended by the respective Officer;</li> <li>iv. Receiving telephone calls;</li> <li>v. Receiving and screening visitors and direct them to appropriate Officers;</li> <li>vi. Requesting and controlling stationery in respective office;</li> <li>vii. Arranging meetings and communicate accordingly to members;</li> <li>viii. Typing confidential and open documents; and</li> <li>ix. Performing any other related official duties as may be assigned by higher authorities.</li> </ul>
Qualification&Experience	Holder of Certificates of Secondary School Education with Diploma in secretarial services from Public Service College or any other

	recognized College/Institution who have passed both shorthand (English) and Kiswahili (hati mkato) at a speed of 80 words per minute with knowledge in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher; with working experience of at least four (4) years in related field.
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>
<b>Title of the Position</b>	<b>Electrical/Mechanical Assistant Technicians – (4 posts)</b>
<b>Scope of the position</b>	Provide service and conduct maintenance of all MUWASA water pumps and normal vehicle service and maintenance.
<b>Appointed by</b>	<b>Managing Director</b>
<b>Reporting to</b>	<b>Repair &amp; Maintenance Engineer</b>
<b>Supervises</b>	<b>Nil</b>
Key Duties&Responsibilities	<p><b>Pump Operation</b></p> <ol style="list-style-type: none"> <li>i. To service and conduct maintenance of all MUWASA water pumps and normal vehicle service and maintenance.</li> <li>i. To observe water flow and report any deviation from normal operation.</li> <li>ii. To operate various water pumps as per established standards.</li> <li>iii. To record the operating hours of the machines' deviation from normal operation.</li> <li>iv. To monitor functioning of machines and report deviation from normal operation.</li> <li>v. To clean pumps and the surrounding environments.</li> <li>vi. To record all people who visit the pumping station for record purposes.</li> <li>vii. To operate and take care of the water pump site.</li> <li>viii. To perform any other duties as may be assigned.</li> </ol> <p><b>Electrical Repair and Maintenance</b></p> <ol style="list-style-type: none"> <li>i. To carry out regular electrical inspection and maintenance for all electrical installations, motors and control circuits for all booster stations.</li> <li>ii. To prepare maintenance/inspection reports.</li> <li>iii. To service Motor pumps and its control panel in all pumping stations.</li> <li>iv. To carry out inspection and tests for new installed</li> </ol>

	<p>electrical equipment and make addition installation to the existing one where necessary.</p> <p>v. To regularly monitor and inspect the efficiency of pump Motors.</p> <p>vi. To perform any other duties as may be assigned by the Repair and Maintenance Engineer.</p>
Qualification&Experience	Holder of National Form IV/VI Certificate with passes in science subjects plus Trade Test Grade III or Trade Test II in Pump Mechanics, Electrical Engineering/Installation or any other related qualification. Computer literacy is an added advantage with an experience of two years in related field.
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>
<b>Title of the Position</b>	<b>Assistant Technician – Laboratory Operation (2 posts)</b>
Scope of the position and expected output	Facilitation of water quality analysis and treatment
<b>Appointed by</b>	<b>Managing Director</b>
<b>Reporting to</b>	<b>Chemical processing Engineer</b>
<b>Supervises</b>	<b>Nil</b>
Key Duties&Responsibilities	<ol style="list-style-type: none"> <li>i. To carry out water sample tests every day in order to establish the types and quantities of water treatment.</li> <li>ii. To carry out analysis of raw water and treated water.</li> <li>iii. To collect water samples at different parts of the water treatment for analysis and recording.</li> <li>iv. To ensure that the right dose of reagents are administered at various dosing points.</li> <li>v. To prepare list of chemicals and reagents required for laboratory operations.</li> <li>vi. To monitor water quality and quantity from all reservoirs and other water sources, and water distribution systems and ensure compliance with the prescribed- Tanzania standards for drinking water.</li> <li>vii. To perform housekeeping duties related to his/her section.</li> <li>viii. To perform any other duties relevant to the scope of work as may be assigned by supervisor.</li> </ol>
Qualification&Experience	Holder of Diploma in Water Laboratory Technology or

	equivalent qualification from a recognized institution with at least two (2) years relevant experience in water supply industry and good knowledge of ICT application skills.
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>
<b>Title of the Position</b>	<b>Sales Assistant (10 posts)</b>
Scope of the position and expected output	Responsible for general customer meter reading, distribution of water bills and follow up of debts.
<b>Appointed by</b>	<b>Managing Director</b>
<b>Reporting to</b>	<b>Credit Control Officer</b>
<b>Supervises</b>	<b>Nil</b>
Key Duties&Responsibilities.	<ul style="list-style-type: none"> <li>i. Collect all data pertaining to customers, read and record meter readings in designated walk route/data loggers;</li> <li>ii. Report and submit meter readings/data logger readings;</li> <li>iii. Distribute bills to customers;</li> <li>iv. Report on anomalies of meters as noted when reading meters;</li> <li>v. Report on leakages and illegal connections;</li> <li>vi. Inform customers on current tariffs and modes of payment;</li> <li>vii. Clean clogged water meters;</li> <li>viii. Disconnect defaulted meters;</li> <li>ix. Report on customer complaints regarding water meters;</li> <li>x. Follow up debts from customers;</li> <li>xi. Distribute messages and leaflets from the Authority to customers;</li> <li>xii. Report on illegal connections; and</li> <li>xiii. 13. Perform any other duty as may be assigned by supervisor</li> </ul>
Qualification&Experience	<p>The holder of this position must possess the following:-</p> <ul style="list-style-type: none"> <li>(i) Holder of a Form IV/VI Certificate of Secondary Education Examination and who has attained Level II certificate in Plumbing, holder of Diploma in Plumbing and Water resources engineering or its equivalent from a recognized institution with at least one (1) year working experience in plumbing activities.</li> <li>(ii) Must have at least one year working experience in plumbing/ meter reading activities.</li> <li>(iii) Must be ICT literate with good and proven interpersonal communication skills</li> <li>(iv) Age limit-Not above 45 by the time of application</li> </ul>
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>

<b>Title of the Position</b>	<b>Driver – II (2 posts)</b>
<b>Scope of the Position</b>	Driving office vehicles
<b>Appointed by</b>	<b>Managing Director</b>
<b>Reporting to</b>	<b>Human Resource Officer</b>
<b>Supervises</b>	<b>Nil</b>
Key Duties&Responsibilities	<ul style="list-style-type: none"> <li>ii. Driving MUWASA’s vehicles to approved destinations and in accordance with traffic regulations;</li> <li>iii. Inspecting vehicles for defects before and after trips and submit reports indicating vehicle condition to the administration office;</li> <li>iv. Maintaining, keeping and updating motor vehicle log books according to laid down regulations;</li> <li>v. Checking and ensuring that the vehicle and goods are properly locked and secured at all times;</li> <li>vi. Inspecting and reporting any problem of the vehicle to his/her reporting Officer;</li> <li>vii. Ensuring safety and cleanliness of the vehicle;</li> <li>viii. Reporting to the immediate supervisor on preventive and repairs required;</li> <li>ix. Carrying out minor repairs of the vehicle;</li> <li>x. Collecting and delivering mails and other documents of the institution; and</li> <li>xi. Performing any other official duties as may be assigned by supervisor.</li> </ul>
Qualification&Experience	Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate having a valid Driving License Class C, E, F, G and Basic Driving Course plus driving experience of at least one (1) year without causing accidents. Advanced Drivers’ course from NIT and Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.
<b>Terms of Engagement</b>	<b>Contract of unspecified period</b>

**Remuneration:**

All the posts carry attractive remuneration packages respectively, according to the Authority’s salary scale and other entitlements.

**Modes of Application:**

A hand-written signed application letter attached with an updated Curriculum Vitae showing age, current employer and working position, address, names and contacts addresses of three referees and day to day working telephone numbers, Copies of relevant academic qualification certificates and other relevant testimonials.



Applicants employed in Public Service should route their applications through their respective employers. ***Only qualified short listed candidates will be informed for interview.***

Your application letter (*Job title indicated on the envelope*) should reach the undersigned by **30th July 2019 before 16:00 pm.**

***All applications should be directed to:***

**The Managing Director  
Musoma Urban Water Supply and Sanitation Authority,  
P.O Box 233,  
MUSOMA.**

**[“Women are highly encouraged to apply”](#)**