



UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND PLANNING
GAMING BOARD OF TANZANIA



VACANCY ANNOUNCEMENT

Gaming Board of Tanzania is a regulatory body established under the Gaming Act No. 4 of 2003. Its main functions are to oversee, monitor, and regulate the conduct of gaming activities in Tanzania. The Board is seeking to recruit qualified and competent Tanzanians for the following posts:

SECRETARY 1 POST

Qualifications:

- Holder of Certificate of Secondary Education Examinations(CSEE) or equivalent with passes in English and Kiswahili
- Successfully completed secretarial course at a recognized institution by relevant authority with typing speed of 50WPM and shorthand speed of 100
- Should be conversant with computer application packages.

Duties:

1. Undertake typing of letters, Minutes, Circulars, Licences and other reports required for the day to day running of the Board affairs
2. Maintains diary of appointments for executives and inform or remind them of such appointments
3. Receive telephone calls and book outgoing telephones as required
4. Take dictations and transcribe accordingly
5. Ensure cleanliness of her/his office
6. Files and index office documents and correspondences
7. Handle incoming mails for personal attention of the relevant executive and distribute the same
8. Follows up outstanding correspondences.
9. Receive visitors, ascertain the nature of their business and relay information to the executive concerned.
10. Keep classified documents and information in confidence
11. To do other relevant duties as may be assigned by supervisor.

INFORMATION TECHNOLOGY OFFICER 1 POST

Qualifications

- Holders of a university degree in Computer science or equivalent qualification with relevant working experience of at least five years.

Duties:

1. Analyze designs, develop and maintain software packages and application systems for Gaming Board.
2. Administer Computer Systems to ensure their proper functioning and help users to understand operations of such systems
3. Develops, adopts and supports user friendly interfaces to computer systems
4. Carrying out diagnosis and troubleshooting of Computer Systems Gaming Board
5. Appraises business systems performance and provide appropriate recommendations
6. Supervises servicing and maintenance of computers and respective accessories
7. Creates backup for business operations and ensures that contingency measures are up to date and functioning in accordance with Gaming Board ICT policy
8. Establishes and maintains database as may be required by users
9. Supporting and training other staff on various systems Performs other relevant duties as may be assigned by supervisors.

ASSISTANT ACCOUNTANT 1 POST

Qualifications:

- Holders of B.Com Accounting or equivalent qualifications from a recognized institution.
- Holder of CPA Professional module E is an added advantage
- Must be computer literate but knowledge on accounting packages will have added advantage.

DUTIES

1. Posts ledger entries
2. Prepares Trial Balance.

3. Collects and analyses data for building up into reports
4. Prepares weekly Revenue and Expenditure summaries
5. Maintains and updates Fixed Assets Register.
6. Maintains Ledger Journals, Cash Books and other accounting records
7. Reconcile control accounts with subsidiary ledgers
8. Prepares Bank Reconciliation statements
9. Performs other relevant duties as may be assigned by supervisor.

SYSTEM AUDITOR 1 POST

QUALIFICATION

Holder of a Bachelor in Computer Science, Information Technology or equivalent qualifications.

DUTIES

1. Performs general and application control reviews for simple to complex computer information systems.
2. Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
3. Performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
4. Prepares audit finding memoranda and working papers to ensure that adequate documentation exists to support completed audit and conclusions.
5. Prepares and presents audit reports and other technical information for us by relevant parties
6. Follows up on audit findings and asses implementation of audit recommendations
7. Assists and trains other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
8. Conduct operational, compliance, financial and investigative audits, as assigned.
9. Perform other relevant audit assignment as may be assigned by Supervisors from time to time.

SENIOR RECORDS OFFICER 1 POST

QUALIFICATIONS

Holder Advanced Certificate of Secondary Education or Advanced Certificate of Secondary Education with passes in English and Swahili and a Diploma in Records Management from any recognized institution, computer literate on Records Management Information System and at least three years of relevant working experience.

DUTIES

1. Administer and monitor movement of office files in and out of the registry.
2. Keeps file records.
3. Files correspondences.
4. Identifies and retrieves information held within records.
5. Carries out general record management activities.
6. Open new files and close files which have no capacity to carry more documents.
7. Coordinates all activities of registry
8. Manages confidential files and records
9. Performs any other related duties as may be assigned by the Supervisor.

Mode of Application

Interested candidates should apply in confidence to the below address or enclosing:-

- Duly signed application letter;
- Detailed Current Curriculum Vitae;
- Two recently passport size photographs;
- Certified copies of relevant academic and professional certificates;
- Names and addresses of three referees.

The deadline for receiving applications is 26th July 2018 at 16:00 HRS

Acting Director General
 Gaming Board of Tanzania
 P.O. Box 1717, Dar es Salaam.