

TANZANIA EDUCATION AUTHORITY (TEA)



EMPLOYMENT OPPORTUNITY

Tanzania Education Authority (TEA) was established under Section 5(1) of the Education Fund Act No. 8 of 2001 to manage the Education Fund. The Authority is a body corporate with perpetual succession and is hereby seeking to engage a well self-motivated individual who is capable to work independently to fill in the following vacant position.

1.0 JOB DETAILS

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| a) Job Title | Director General |
| b) Appointment | Tanzania Education Authority |
| c) Responsible to: | TEA Governing Board |

2.0 JOB SUMMARY

Manage and develop the Tanzania Education Authority (TEA) to an effective, efficient and credible institution to meet its Vision, Mission and objectives as stipulated in TEA establishment Act No. 8 of 2001 Cap 412 and any subsequent amendments.

3.0 MINIMUM QUALIFICATIONS

(a) Background Knowledge

A potential candidate for this post should have the following background:

- i. Master's Degree in Educational Planning, Economics, Business Administration, Law, Finance, Human Resources Management and Corporation Management
- ii. At least twelve (12) years of experience with at least five (5) years in Managerial position in a reputable organization.
- iii. Good interpersonal relations

(b) Skills and abilities

The position requires a dynamic, innovative and competent candidate who is able to:

- i. Develop a vision and direction for the Authority;

- ii. Interpret and promote the Authority's key functions;
- iii. Stimulate and encourage new ideas and developments through motivation and support for staff;
- iv. Demonstrate skills in management, communication, interpersonal, public relations and negotiation skills;
- v. Influence, persuade and build coalitions and networks; and
- vi. Promote team spirit among staff of the Authority

4.0 MAIN DUTIES AND RESPONSIBILITIES

- a) Develop Strategic Plans, Annual Plans and Budget taking into account the Authority's Vision and Mission as stipulated in Act No. 8 of 2001 with the aim of developing the institutional capacity with a view to make TEA effective and efficient;
- b) Develop Corporation policies and ensure their implementation;
- c) Administer and review operations and the implementation of the operational plans for all functional Directorates and Units;
- d) Develop and initiate revision in the Organizational Structure and make it more efficient in compliance with the Education Fund Act, Cap 412 and other relevant legislations;
- e) Submit to the Board monthly, quarterly, half-year reports in respect to the status of revenue and expenditure
- f) Prepare and submit estimate of income and expenditure to the Board for its consideration for the ensuing year not later than three months before the end of each financial year;
- g) Ensure that the Authority's initiatives are consistent with Government policies;
- h) Submit to the Board at the end of every three months a report containing:-
 - i. Performance Indicators and other related information
 - ii. The operations of the Authority
 - iii. Such other information as the Board may deem proper
- i) Supervise, coach and mentor subordinates to ensure their performance is aligned with the Authority's goals and objectives;
- j) Monitor the implementation of the budget of the Authority;
- k) Carry out periodic staff performance review of subordinates; and
- l) Perform any other related duties as may be directed by the Board.

5.0 EXTERNAL LINKAGE

The Director General represents the Authority externally in order to promote awareness and an understanding of the Authority's mission, objectives, policies and programmes, and to be accountable for the resources entrusted to it.

6.0 REMUNERATION

Successful candidate will be paid according to Tanzania Education Authority's salary scale

6.0 MODE OF APPLICATION

- a) Applicants who meet the stated requirements for the advertised post and would like to serve the Tanzanian Public Service through Tanzania Education Authority, should send their applications to:

**The Chairman, Search Team for Director General TEA, Mlimani Tower,
Sam Nujoma Road, Opposite Mlimani City, P.O. Box 6562 Dar es Salaam**

- b) Signed application letters must be accompanied by:
 - i. Proof of Tanzanian citizenship (affidavits will not be accepted)
 - ii. Applicant's current CV and two passport size photographs in colour.
 - iii. Photocopies of transcripts, academic and professional certificates.
 - iv. Names and full contact addresses and daytime telephone numbers of three referees.
- c) All applications must be posted by registered mail preferably EMS.
- d) Applications should reach the addressee latest by the close of business on 30th November 2017
- e) The title of the position applied for must be marked on the envelope to make the application valid
- f) Presentation of forged academic certificates and other information in the CV will necessitate instituting legal action.

NOTE: Only short-listed candidates who meet the above criteria will be contacted and those who will not hear from us should consider themselves unsuccessful.