



# **TANZANIA REVENUE AUTHORITY**

## **EMPLOYMENT OPPORTUNITY**

### **1.0. INTRODUCTION**

Tanzania Revenue Authority (TRA) was established under the Tanzania Revenue Authority Act No.11 of 1995. The Authority is a semi-autonomous agency of the Government responsible for the administration of the Central Government taxes as well as several non-tax revenues. TRA is currently implementing the Sixth Corporate Plan (CP6: 2022/23 – 2026/27) with the Vision of "***A Trusted Revenue Administration for Socio-economic Development***" and the Mission of "***We Make It Easy to Pay Tax and Enhance Compliance for Sustainable Development***".

TRA would like to recruit qualified, dynamic and ethical personnel to fill positions in the Domestic Revenue, Customs and Excise, Human Resource Management and Administration, Legal Services, Procurement Management, Research and Planning, Finance, Internal Audit, Internal Affairs and Risk and Compliance Department. Applications are therefore invited from suitable qualified Tanzanians for the following positions:

### **2.0. POSITION: TAX MANAGEMENT OFFICER II (573 POSTS)**

#### **Key Responsibilities will include**

- To assist in the preparation of action plans.
- To conduct face vetting of tax returns.
- To conduct desk audits on simple cases and assist in field audits.
- To conduct physical and compliance surveillance surveys.
- To prepare respective periodic management reports.
- To gather information for new taxpayers' registrations.
- To prepare tax positions for all taxpayers and a list of arrears and follow-up payments.
- To conduct face vetting of applications for tax exemptions, relief, refunds, motor vehicle and driver's license applications.
- To process annual motor vehicle license renewal, transfer ownership and issue the licenses.

- To conduct registration, Audit, Data Processing and Examination.
- To perform other duties as assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Taxation, Accountancy, Finance, Public Finance, Economics, Business Administration, majoring in Finance or Accountancy or equivalent qualifications from a recognized Institution/University.

Salary Scale: TRAS 4:1

### **3.0. POSITION: CUSTOMS OFFICER II (232 POSTS)**

#### **Key Responsibilities will include**

- To carry out tax assessments in respect of small passengers' accompanied baggage at Ports, Airports and Border stations.
- To attend to public/customer grievances concerning customs operations.
- To carry out instructions as may be directed by the customs officer - preventive.
- To perform preventive duties at the Airport, Seaport, Gates, Customs Warehouse, Transit stations, Dry port, and all other Customs contacted areas.
- To conduct the examination of passenger's baggage.
- To carry out rummaging of marine vessels and aircraft.
- To perform other duties as assigned by the Supervisor.
- To control imports, exports, and transit goods.
- To carry out documentary verification.
- To prepare enquiries and offence files.
- To assess and value goods.
- To release goods after payment of duties.
- To prepare various returns for Customs & Excise Headquarters.
- To provide information for the preparation of Management reports (various).
- To conduct the physical verification of goods.
- To perform anti-smuggling patrols.
- To perform other duties as assigned by the Supervisor.

#### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Taxation, Customs, Accountancy, Finance, Public Finance, Economics, Business Administration, Law or equivalent qualifications from a recognized Institution/University.

Salary Scale: TRAS 4:1

#### **4.0. POSITION: TAX MANAGEMENT ASSISTANT II (253 POSTS)**

##### **Key Responsibilities will include**

- To process applications for new taxpayers' registration and facilitate issuance of Taxpayer Identification Number (TIN).
- To manage return filing processes, including identifying none and late filers.
- To manage tax assessments and control records such as tax assessment levels and assessments in arrears and jeopardy cases.
- To prepare tax returns, assessments and revenue collection reports.
- To process non-account cases returns including withholding tax statements.
- To trace missing taxpayers' files.
- To prepare tax clearance certificates, registration of Motor Vehicles, issuance of Motor Vehicle annual licenses, and issuance and renewal of drivers' licenses.
- To manage objections and appeals controls such as Registers and Tax Stand over Orders.
- To gather and file tax information.
- To assist in conducting physical and compliance surveillance surveys
- To prepare cases for enforcement activities.
- To perform any other duties assigned by the Supervisor.

##### **Key Qualifications**

Diploma in Taxation, Customs, Accountancy, Business Administration, Law or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

#### **5.0. POSITION: CUSTOMS ASSISTANT II (154 POSTS)**

##### **Key Responsibilities will include**

- To receive documents from Wharf retain copies of the same.
- To receive requests for scanning from Importer/Clearing Agents.
- To scan the consignment information documents, that is, CVR, Packing List, BL and Invoice, and complete the dataset with information regarding the Container/Consignment and ensure the information is timely and accurately posted to the x-ray scanner database.
- To inform the Importers/Agents of the scanning results of their containers.

- To provide the report to the In Charge Officer of the documents received, consignments scanned, and those not scanned within the set timeframe and the reason thereof.
- To assign the correct data set to be associated with the Containers to be scanned.
- To inform the Receptionist Operator and System Operator when a clear image has been received.
- To maintain a log of Images that has been scanned.
- To perform other duties assigned by the Supervisor.

### **Key Qualifications**

Diploma in one of the following fields: Taxation, Customs, Accountancy, Business Administration, Law or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

## **6.0. POSITION: ASSISTANT LECTURER (15 POSTS)**

### **Key Responsibilities will include**

- To teach up to NTA level 8 (Degree);
- To prepare learning resources for lectures and tutorial exercises;
- To conduct tutorials and seminars for students;
- To participate in the design, delivery and evaluation of training programmes;
- To design and carry out research assignments;
- To conduct consultancy and provide community services;
- To supervise field work and projects of students;
- To participate in carrying out Training Needs Assessment;
- To perform any other duties assigned by the Supervisor.

### **Key Qualifications,**

Master's Degree in Taxation, Customs, Accountancy, Law, ICT, Finance, Economics, Public Finance, Business Administration, Mathematics, Statistics, Quantitative Techniques, Clearing and Forwarding or equivalent qualifications from a recognized Institution/University with at least 3.8 GPA at undergraduate studies and an average pass of at least Grade B at Master Degree level.

Salary Scale: TRAS 5:1

**7.0. POSITION: DATA MANAGEMENT OFFICER II - (20 POSTS)  
(DATA ANALYST – 18 POSTS; DATA ENGINEER – 2 POSTS)**

**Key Responsibilities will include**

**Data Engineer**

- To design, implement and maintain scalable data infrastructures to collect, process, store and transform data from different sources;
- To design, implement and improve databases for efficient data storage and retrieval;
- To implement automated data validation mechanisms to detect anomalies, missing data, or errors in taxpayers' records;
- To implement data backup, recovery, and disaster recovery plans to prevent data loss;
- To ensure data quality standards such as accuracy, consistency and integrity when consolidating data from various systems from both internal and external sources;
- To document data architecture framework, processes and systems to ensure transparency and knowledge sharing within the Authority;
- To perform data cleaning tasks to correct data issues relating to formatting, duplication, or invalid entries;
- To support the implementation of TRA's Data Governance Policy and Framework;
- To design reporting tools and automated systems for generating analytical reports and dashboards based on requirements from different relevant stakeholders within the Authority;
- To work in collaboration with IT security teams to ensure data privacy, security and compliance with regulatory requirements with regard to taxpayers' information;
- To support Data scientists and Data Analysts in preparing data for advanced analytical tasks;
- To monitor and troubleshoot issues with data systems, addressing systems performance challenges and ensure high availability;
- To provide relevant training, awareness sessions and guidance to other staff on data engineering best practices and
- To perform any other duty assigned by the Supervisor.

**Data Analyst**

- To conduct advanced data analysis to identify trends, anomalies, potential risks and patterns to support revenue collection optimization;
- To collect, clean and organize data for analytical purposes;
- To prepare periodic analytical reports/Dashboards/Visualizations to explain trends and enhance tax compliance strategies;
- To crosscheck data quality dimensions through data cleansing, validation, and standardization processes;

- To partner with other departments and the risk management section to provide data-driven insights into actionable strategies;
- To conduct descriptive and prescriptive analytics to improve operational efficiency;
- To ensure compliance with data governance policies and framework, data privacy regulatory requirements and security standards;
- To maintain and manage third-party data integrations for effective utilization of data received and/or shared by the Authority;
- To promote data literacy within the Authority by providing awareness sessions and training to enhance data literacy to improve data-driven strategic decision-making and
- To perform any other duty assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Data Science, Data Engineering, Business Analytics, Computer Engineering, Actuarial Science, Mathematics, Statistics, Computer Science, Software Engineering, Information Technology or equivalent qualifications from a recognized Institution. Must have one of the following certifications: Google Data Analytics Professional Certificate, IBM Data Analyst Professional Certificate, Microsoft Certified: Power BI Data Analyst Associate, SAS Statistical Business Analyst Professional Certificate CompTIA Data+, Meta Data Analyst Professional Certificate, Microsoft Co-pilot for Data Science Specialization, IBM Machine Learning Professional Certificate, Certified Analytics Professional (CAP), OECD Advanced Analytics for Tax Compliance or Certified Advanced Tax Analytics Professional and Possess one of the following knowledge: Statistical Analysis and Machine Learning Techniques, SQL, Database Systems, Data Warehousing, cloud-based data solutions or ETL knowledge.

Salary Scale: TRAS 4:1

## **8.0. POSITION: HUMAN RESOURCE OFFICER II (11 POSTS)**

### **Key Responsibilities will include**

- To attend to employee grievances.
- To interpret various regulations to staff.
- To handle pension and terminal benefits schemes.
- To coordinate staff performance appraisal process.
- To handle labour relation matters in the workplace.
- To draft letters, circulars and papers related to human resources matters.
- To initiate staff requirements for the department.
- To compile training plans and programs.
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree in one of the following fields:- Human Resources Management, Public Administration, Business Administration, Majoring in Human Resources Management or equivalent qualification from a recognized institution.

Salary Scale: TRAS 4:1

**9.0. POSITION: ADMINISTRATIVE OFFICER II (3 POSTS)****Key Responsibilities will include**

- To arrange office accommodation, residential accommodation, transport, office equipment and stationery and maintenance of office machines and their repairs.
- To make travel arrangements for Management and staff.
- To ensure that the office and premises are maintained and kept clean.
- To handle Authority's protocol matters.
- To assist in preparing plans for the acquisition and disposal of motor vehicles, machines and furniture.
- To assist in the preparation of plans for repair and maintenance of motor vehicles, machines, equipment and furniture. ii.
- To prepare the budget for the acquisition of motor vehicles, machines, equipment and furniture.
- To coordinate insurance matters, cleaning, services, motor vehicle maintenance done by sub-contractors and security systems.
- To assist in the supervision of services provided by internal and external service providers.
- To maintain high customer service.
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree in one of the following fields: Human Resources Management, Public Administration, Business Administration majoring in Human Resources Management or equivalent qualifications from recognized institutions.

Salary Scale: TRAS 4:1

## **10.0. POSITION: TRANSPORT OFFICER II (05 POSTS)**

### **Key Responsibilities will include**

- To coordinate transport services;
- To be responsible for purchase/issuing of fuel and maintenance of vehicle;
- To promptly report on vehicles and motorcycle breakdowns;
- To supervise the cleaning, maintenance and repair of vehicles and motor vehicles;
- To control the transport fleet;
- To control and monitor the activities of the drivers and fuel allocation;
- To coordinate and supervise the transportation of workers during day and night shifts;
- To coordinate implementation of fuel and lubricant permits and control fuel usage;
- To monitor the filling in of logbooks and ensure compliance by drivers and motorcyclists;
- To prepare weekly and monthly transportation reports and present it to the Supervisor;
- To perform any other duties as assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree in one of the following fields: Transport Management, Logistics Management or equivalent qualifications from a recognized institution.

Salary Scale: TRAS 4:1

## **11.0. POSITION: ESTATE OFFICER II (15 POSTS)**

### **Key Responsibilities will include**

- To assist in the preparation and implement preventive and corrective maintenance schedules.
- To assist in preparing and updating the Estate Register and housing inventory.
- To assist in drafting and advice review of lease agreements.
- To certify and advise payment of rent to the landlord.
- To initiate and coordinate the process of acquisition of title deeds for landed properties.
- To record and assist in evaluating requests for residential houses to staff.
- To maintain and update the tenancy register for leased in and out premises.
- To perform other duties assigned by the Supervisor.



### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Property and Facilities Management, Civil Engineering, Quantity Survey, Building Economics, Architecture, Land Valuation and Management or equivalent qualifications from a recognized institution.

Salary Scale: TRAS 4:1

### **12.0. POSITION: ENGINEER II – (12 POSTS)**

**(TEXTILE – 3 POSTS; CHEMICAL AND PROCESSING – 3 POSTS; MINING – 3 POSTS; OIL & GAS – 2 POSTS; MECHANICAL ENGINEER – 1 POSTS)**

### **Key Responsibilities will include**

#### **Mining Engineering**

- To assist in interpreting and documenting industrial production formulas to guide auditors in the execution of their work;
- To assist in verifying and analyzing production reports with reference to machinery capacities;
- To assist in evaluating reports on mining activities and compare them with production capacity;
- To assist in verifying reports on the carat of exports of gold and other precious materials to be used as a base in tax returns;
- To assist in assessing and analyzing collected production reports of various mining industries for audit purposes and
- To perform other duties assigned by the Supervisor.

#### **Mineral Processing Engineering**

- To assist in interpreting and documenting mineral and metallurgical processing production formulas to guide auditors in the execution of their work
- To assist in verifying the consumption of chemicals, reagents, and raw materials in the processing/refining facilities and compare them with the declared products.
- To assist in verification processing plant production and sales reports
- To assist in verifying and analyzing production reports concerning processing/refining plant capacities.
- To assist in developing or scrutinising the available optimization tests and process simulations of the processing facilities in the mining industry for tax assessment
- To develop the mining industry production standards for tax assessment
- To verify costs relating to strategies for waste management and resource conservation in place

- To assist in the preparation of mineral processing audit manuals to guide audits and
- To perform any other duties assigned by the Supervisor

### **Textile Engineering**

- To assist in the Interpretation and documentation of industrial production formulas to guide auditors in the execution of their work;
- To assist in verifying production reports with reference to machinery capacities;
- To assist in determining actual recipes for pre-treatment, dyeing, printing and finishing;
- To assist in identifying textile fibres and their transformation stages for taxation;
- To conduct physical verification and counter-check sales reports with tax returns.
- To make comparisons and contrast finished goods and sales reports and
- To perform other duties assigned by the Supervisor.

### **Chemical Processing Engineering**

- To assist in interpreting and documenting industrial production formulas to guide auditors in the execution of their work;
- To assist in developing industrial production standards for tax assessment;
- To compare and contrast finished goods and sales reports;
- To verify production and sales reports;
- To prepare industry audit manuals to guide audits;
- To verify consumed raw materials in the manufacturing processes and compare with declared products; and
- To perform any other duties assigned by the Supervisor.

### **Oil and Gas Engineering**

- To assist in interpreting and documenting industrial production formulas to guide auditors in the execution of their work;
- To assist in verifying production reports with reference to machinery capacities;
- To assist in evaluating reports on petroleum (oil and gas) activities such as exploration, drilling, production and refinery to compare the end product with the sales report;
- To assist in the verification of contracts given to oil and gas companies;
- To conduct physical verification and counter-check sales reports with tax returns and
- To perform any other duties assigned by the Supervisor.

### **Mechanical Engineering**

- To assist in examining designs, procurement and installation of the components to check if they are in line with the items exempted from tax

- To assist in examining the input/output of the production formula
- To assist in examining the tax-exempted industrial machines and equipment to check if they are in line with the activities requested for
- To assist in examining the validity and relevance of machines/spare parts in the determination of income and allowances of input tax on purchase
- To assist in the verification of contracts given to companies;
- To conduct physical verification and counter-check sales reports with tax returns and
- To perform any other duties assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Mining Engineering, Mineral Processing Engineering, Textile Engineering, Petroleum Engineering, Petroleum Chemistry, Oil and Gas, Chemical and Process Engineering, Electronics Engineering, Electrical Engineering, Marine and Maritime Engineering and Technology, Marine and Mechanical Engineering, Civil Engineering, or equivalent qualifications from recognized institutions. Must be registered by the Engineers Registration Board (ERB) as a Graduate Engineer. Marine engineers must have a Class III certificate and mandatory marine courses).

Salary Scale: TRAS 4:1

### **13.0. POSITION: GEOLOGIST II (02 POSTS)**

#### **Key Responsibilities will include**

- To assist in the Interpretation of documents for mineral exploration and production data to guide auditors in the execution of their work;
- To assist in analyzing core samples, drill cuttings, and rock samples to identify their composition;
- To assist in verification and analysis, the developed resource models and software used in data interpretation;
- To assist in the analysis of the exploration drilling works and programs with respect to relevant expenditures for tax assessment;
- Analyze geological data, maps, geochemical and geophysical survey data and aerial photographs to verify the identified geological features;
- To assist in assessing and analyzing mineral resource and reserve data used in mine planning and prediction of Life of Mine and
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree in one of the following fields: Geology, geoscience, Earth Science, Applied Geology, Engineering Geology, Geophysics or equivalent qualifications from recognized institutions.

Salary Scale: TRAS 4:1

**14.0. POSITION: ACCOUNTS OFFICER II (12 POSTS)****Key Responsibilities will include**

- To prepare weekly/monthly revenue collection, transfers, revenue float and tax exemption reports.
- To capture invoices, payment vouchers and credit memos in the expenditure accounting system.
- To prepare salary journal vouchers deduction schedules, print salary slips and distribute to regions and departments.
- To prepare monthly expenditure reports and supporting schedules.
- To prepare budget and physical performance reports for the Finance Unit on a quarterly basis.
- To participate in the quarterly stocktaking exercise.
- To ensure that all over-the-counter receipts are banked intact and promptly.
- To ensure timely filling of performance reports as per QMS requirements.
- To perform any other duties assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree or Advanced Diploma in Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution/University.

Salary Scale: TRAS 4:1

**15.0. POSITION: ACCOUNTANT II (2 POST)****Key Responsibilities will include**

- To prepare weekly/monthly revenue collection, transfers, revenue float and tax exemption reports.
- To capture invoices, payment vouchers and credit memos in the expenditure accounting system.

- To prepare salary journal vouchers deduction schedules, print salary slips and distribute to regions and departments.
- To prepare monthly expenditure reports and supporting schedules.
- To prepare budget and physical performance reports for the Finance Unit on a quarterly basis.
- To participate in the quarterly stocktaking exercise.
- To ensure that all over-the-counter receipts are banked intact and promptly.
- To ensure timely filling of performance reports as per QMS requirements.
- To perform any other duties assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Public Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions plus CPA (T) or ACCA or ACA, or equivalent professional qualifications recognized by NBAA. The ability to use different Accounting packages/software is an added advantage.

Salary Scale: TRAS 4:1

## **16.0. POSITION: INTERNAL AFFAIRS OFFICER II (10 POSTS)**

### **Key Responsibilities will include**

#### **Ethics**

- To promote employees' compliance to ethical core values through sensitization of governance policies and Anti-Corruption programs;
- To conduct Corruption Risk Assessment in various organizational functional areas;
- To develop the Authority's governance policies and Anti-Corruption programs;
- To monitor the performance of Ethics Committees;
- To conduct Ethics training and awareness sessions for external stakeholders;
- To conduct staff vetting and conducting integrity testing;
- To compile and handle internal and external stakeholders' complaints raised during ethics sensitization programs;
- To perform other duties as assigned by the Supervisor.

#### **Internal Investigations**

- To assist the Senior Internal Investigator in preparing internal investigation plans;
- To perform fraud risk assessments and submit inputs for drawing a proactive investigation action plan;
- To conduct an investigation on the basis of the approved investigation plans;

- To conduct a risk-based verification of employees' assets and liability declarations;
- To compile evidence and review its sufficiency, relevancy, and reliability;
- To maintain and make use of investigation diaries;
- To prepare investigation files and arrange investigation work papers and evidence;
- To assist the Investigation Team leader in drafting investigation reports;
- Appear before courts or disciplinary committees for the purpose of adducing evidence;
- Perform other duties as assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Law, Education, Business Administration, Governance and Ethics, Law Enforcement, Criminology, Sociology, Police Studies, Public Administration, Human Resources Management or its equivalent from a recognized University/Institution. Certification in Ethics and Integrity, Anti-Corruption Studies, Corporate Governance or its equivalent. Training with experience in Maritime Security or Identification or Surveillance, Investigation or CCTV expertise is an added advantage.

Salary Scale: TRAS 4:1

## **17.0. POSITION: RISK OFFICER II (8 POSTS)**

### **Key Responsibilities will include**

- To search, recognize, and describe tax noncompliance risks that could affect, or even prevent, the achievement of TRA's strategic and operational objectives;
- To analyze internal and external factors that cause noncompliance risk and behaviour patterns of the taxpayers most susceptible to risk;
- To analyze internal and external factors that cause noncompliance risk and behaviour patterns of the taxpayers most susceptible to risk;
- To carry out business intelligence analysis to support compliance strategies in revenue departments;
- To execute Quality Audit Programs and reports on the outcome of the audits;
- To integrate and merge the contents of disparate databases into new datasets that meet the specified needs of users;
- To process, generate and translate metadata in order to make data searchable and discoverable for users;
- To implement a method for collecting and maintaining third-party data;
- To provide inputs for periodic performance reports and
- To perform other duties as assigned by the supervisors.

**Key Qualifications**

Bachelor's Degree or Advanced Diploma in Econometrics, Data Science, Computer Science, Planning, Economics, Accountancy, Actuarial Science, Statistics, Law, Business Administration Majoring in Accounts or Finance, Mathematics, Taxation, Project Management, Insurance, Risk Management, Finance, Operational Research, or equivalent qualifications from a recognized institution. Possession of a Diploma/ Certificate in Risk Management/ Certificate of establishment and implementation course on ISO 31000 Standard is an added advantage.

Salary Scale: TRAS 4:1

**18.0. POSITION: ECONOMIST II (6 POSTS)****Key Responsibilities will include**

- To participate in the design, Management and execution of research projects;
- To undertake the relevant evaluation of macroeconomic and revenue performance;
- To supply the data necessary for tax analysis and performance measuring against the government budget and related aspects;
- To maintain and update ordinary assignment files and working papers so they are readily available for future reference;
- To ensure that all research carried out by the team is fully incorporated in the legal and administrative aspects of taxation;
- To keep updated on local and international institutional arrangements and related areas and communicate them to colleagues;
- To prepare quarterly macroeconomic performance reports;
- To participate in the preparation of responses on issues raised by parliament, especially during the budget session; and
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree in one of the following fields: Economics, Agricultural Economics, Economic Planning, or equivalent qualifications from recognized institutions/universities. Knowledge of the application of various statistical and econometric software is an added advantage.

Salary Scale: TRAS 4:1

## **19.0. POSITION: STATISTICIAN II (4 POSTS)**

### **Key Responsibilities will include**

- To perform professional statistical work on a variety of problems typically restricted in difficulty and scope;
- To perform complex computations when formulas are setup and when specific instructions are given in their use; code raw data and design simple codes for data processing; recode data combining and modifying categories and plot curves from computer output and prepare final graphs for reports;
- To devise an appropriate mechanism of data cleansing (in case of fragmented data) to warrant accurate and consistent information;
- To adapt mathematical-statistical models for novel analyses of technical data, independent consultation with department representatives and principal researchers, and planning and implementation of major study projects;
- To design and construct a comprehensive statistics database to facilitate tax analysis, revenue forecasting and research designing;
- To liaise with the National Bureau of Statistics and Ministry of Finance and Economic Affairs to acquire and update the regional blocks databases, including the East Africa Statistics Database, East Africa Trade Statistics Report and the SADC Tax Database;
- To participate in research projects organized by the department through providing input and technical expertise in sampling techniques, data processing, parameters estimation and significance tests;
- To participate in updating the tax revenue forecasting model and the preparation of the Annual Preferred Tax Plan to facilitate the formation of tax reform proposals and
- To perform other duties as assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree in one of the following fields: mathematics, statistics, operations research, biometrics, biostatistics, or equivalent qualifications from recognized institutions. Knowledge of the application of various statistical and econometric software is an added advantage.

Salary Scale: TRAS 4:1

## **20.0. POSITION: LEGAL COUNSEL II (6 POSTS)**

### **Key Responsibilities will include**

- To identify Court cases which are suitable for settlement out of judicial processes and recommend to the Supervisor;
- To draft legal documents as may be assigned;



- To give legal opinions or advise on matters related to functions and operations of TRA;
- To propose amendments and give Interpretation of laws administered by TRA;
- To handle administrative activities of the department as may be directed;
- To identify potential risks in relation to activities of the department and report to the Supervisor;
- To prepare monthly, quarterly and annual performance reports; and
- To perform other duties assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree of Law or equivalent qualifications from recognized Institutions who have successfully attended postgraduate training at the Law School of Tanzania or a one-year internship.

Salary Scale: TRAS 4:1

## **21.0. POSITION: PROCUREMENT AND SUPPLIES OFFICER II (5 POSTS)**

### **Key Responsibilities will include**

- To identify stock item requirements for placement of orders;
- To seek approval to purchase the identified requirements;
- To prepare requests for quotations;
- To receive and analyze quotations and recommend awards of tenders;
- To prepare and draft contracts or LPOs to approved bidders;
- To make follow-orders for timely delivery;
- To receive, inspect and issue goods to user departments;
- To receive, match and submit documents of goods delivered for payment;
- To assist in preparation for stocktaking;
- To supervise cleanliness and arrangement for safekeeping;
- To participate in the preparation of monthly, quarterly and annual reports; and
- To perform other duties assigned by the Supervisor.

### **Key Qualifications,**

Bachelor's Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Materials Management, Logistics Management, Business Administration (specializing in Procurement and Supplies) or equivalent qualifications from a recognized institution). Must be registered by the Procurement and Supplies Professionals and Technician Board (PSPTB) in the Graduate Category.

Salary Scale: TRAS 4:1

## **22.0. POSITION: LABORATORY OFFICER II (03 POSTS)**

### **Key Responsibilities will include**

- To collect and label samples for carrying out laboratory analysis;
- To maintain logs and records for laboratory instruments and reagents;
- To store all chemical substances, fluid and compressed gases according to safety instructions;
- To implement the laboratory safety procedures and regulations;
- To identify requirements for laboratory materials;
- To maintain calibrating, cleaning and testing sterility of the equipment;
- To prepare laboratory equipment for scientific investigation and experiments;
- To prepare reagents and volumetric solutions to combine with samples;
- To prepare technical information for sharing with other Customs Laboratories, National Laboratories, Other Countries Customs Laboratories and World Customs Organization (WCO)and
- To perform any other duties assigned by the Supervisor.

### **Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Biology, Biochemistry, Microbiology, Chemistry, Biotechnology and Laboratory, Chemical and Processing Engineering, Laboratory Science and Technology, or equivalent qualifications from a recognized institution.

Salary Scale: TRAS 4:1

## **23.0. POSITION: LIBRARIAN II (4 POSTS)**

### **Key Responsibilities will include**

- To handle matters pertaining to lending out and receipt of books and other reading materials in the library;
- To automate the library catalogue and circulation services;
- To carry out cataloguing and classification of books;
- To index periodicals and journals;
- To re-shelf books left by readers on the study tables;
- To assist readers searching for information on the computer (through CD-ROM/ Internet) and shelves;
- To understudy senior members, including attending lectures and seminars;
- To carry out research/consultancy/community services assignments under close supervision;

- To perform other duties as assigned by the Supervisor.

**Key Qualifications,**

Bachelor's Degree or Advanced Diploma in Library, Information Studies, Documentation or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 4:1

**24.0. POSITION: ACADEMIC OFFICER II (3 POSTS)**

**Key Responsibilities will include**

- To undertake a range of admission applicant support activities, including telephone calls, emails, web chats, and personal consultations;
- To process the Institute's applications for admission;
- To deal with student immigration issues and identify cards;
- To compile lists of applicants for admission;
- To plan and schedule examination timetables for all programmes;
- To participate in the promotion of academic programmes of the Institute;
- To maintain the Examination Control Chart;
- To make examination arrangements;
- To coordinate production of approved examination papers and safeguard examination papers at all times;
- To provide quality customer service when dealing with customers;
- To supply all necessary examination papers and stationery and
- To perform any other duties assigned by the Supervisor.

**Key Qualifications,**

Bachelor's Degree or Advanced Diploma in Education, Public Administration, Human Resource Management, Business Administration majoring in Human Resource or equivalent qualifications from recognized institutions.

Salary Scale: TRAS 4:1

**25.0. POSITION: INTERNAL AUDITOR II (2 POSTS)**

**Key Responsibilities will include.**

- To participate in the initial planning and preliminary survey of the audit of customer key activities, thus giving input to the audit plan and programme.
- To evaluate the efficiency and effectiveness of the internal control system.
- To conduct audit tests and procedures in compliance with the audit programme.

- To prepare audit findings data sheet.
- To prepare draft audit reports.
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Commerce or Business Administration (majoring in Auditing, Accountancy or Finance) or equivalent qualifications from recognized Institutions plus CPA (T) or ACCA, CISA or CIA and registered by the National Board of Accountants and Auditors (NBAA) as an Authorized Auditor.

Salary Scale: TRAS 4:1

**26.0. POSITION: WARDEN II (2 POSTS)**

**Key Responsibilities will include**

- To coordinate student support programs, services and activities, including but not limited to counselling and career services, catering, clearing and laundry services, and sports and recreation services.
- To advise on the appropriate use of resources needed for programme support.
- To address issues of access to the Institute in the areas of student development and retention;
- To supervise and advise all student bylaws, policies and procedures;
- To report on student matters such as misconduct, student's needs and complaints;
- To attend to all students' discipline issues;
- To provide First Aid Services to students and staff on duty when necessary;
- To advise the Senior Warden on any aspect related to student services and
- Performs any other related duties as may be assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree in Education, Sociology, Psychology, Social Work, Nursing or equivalent qualifications from a recognized Institution/University.

Salary Scale: TRAS 4:1

**27.0. POSITION: PUBLIC RELATIONS OFFICER II (5 POSTS)**

**Key Responsibilities will include**

- To respond to posts promptly with speed and precision;
- To write, edit, develop and control content;

- To escalate matters to back office staff for solutions;
- To update unusual partners of social media threads;
- To report on the performance of social media as a component of the contact centre.
- To carry out proofreading of contents;
- To fast-track check information;
- To write headlines and captions, and
- To perform any other duties assigned by Supervisors;

**Key Qualifications,**

Bachelor's Degree or Advanced Diploma in one of the following fields: Mass Communication, Marketing, Journalism, Public Relations, Advertising or equivalent qualifications from recognized Institutions. **Training in Graphic design will be an added advantage.**

Salary Scale: TRAS 4:1

**28.0. POSITION: TUTORIAL ASSISTANT (02 POSTS)**

**Key Responsibilities will include**

- To teach up to NTA level 6 (Ordinary Diploma);
- To assist in conducting tutorials and practical exercises for students;
- To prepare learning resources for tutorial exercises;
- To assist in carrying out research/consultancy/community services assignments and
- To perform any other duties assigned by the Supervisor.

**Key Qualifications**

Bachelor's Degree in Taxation, Customs, Accountancy, Law, ICT, Finance, Economics, Public Finance, Mathematics, Statistics, Quantitative Techniques, Clearing and Forwarding, Linguistics or equivalent qualifications from a recognized Institution/University with a GPA of at least 3.8.

Salary Scale: TRAS 4:1

**29.0. POSITION: PERSONAL SECRETARY II (12 POSTS)**

**Key Responsibilities will include**

- To receive, interview and direct visitors accordingly.
- To prepare letters and various documents.
- To handle confidential and sensitive information.

- To ensure that working tools are in good order and the working environment is well maintained.
- To receive and make telephone calls.
- To maintain a register detailing records for incoming and outgoing mail and files.
- To communicate information by typing, sending and receiving emails/faxes.
- To keep diaries of events and make appointments for and on behalf of the designated officer.
- To organize and follow upon travel and related logistics for meetings, field visits, and any other programmes.
- To process, file, sort and retrieve information.
- To perform other duties assigned by the Supervisor.

### **Key Qualifications**

Diploma in Secretarial Studies/Computer Studies or equivalent qualifications from a recognized institution who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

Salary Scale: TRAS 3:1

## **30.0. POSITION: LABORATORY TECHNICIAN II (4 POSTS)**

### **Key Responsibilities will include**

- To assist in collection and label samples for carrying out laboratory analysis;
- To assist in maintaining logs and records for lab instruments and reagents;
- To assist in storing all chemical substances, fluid and compressed gases according to safety instructions;
- To assist in the identification of the requirements for laboratory materials;
- To assist in preparing laboratory equipment for scientific investigation and experiments;
- To assist in the preparation of reagents and volumetric solutions to combine with samples;
- To receive laboratory supplies and services and
- To perform any other duties assigned by the Supervisor.

### **Key Qualifications**

Diploma in one of the following fields: Biology, Biochemistry, Microbiology, Chemistry, Biotechnology and Laboratory, Chemical and Processing Engineering, Laboratory Science and Technology, or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

### **31.0. POSITION: ASSISTANT ACCOUNTS OFFICER (10 POSTS)**

#### **Key Responsibilities will include**

- To receive and register cash/cheques/bank draft/ postal and money orders, issue receipts for the same and capture them timely in the expenditure accounting system.
- To maintain petty cash and bank all cash/cheques collected intact.
- To collect bank statements, bank Pay-in slips and other documents from banks.
- To record revenue transactions in cash books; prepare revenue analysis journals and daily cash/cheque receipts sheets (CCRS).
- To maintain a cheque payment register where the signatories shall sign and a cheque dispatch register for payees to sign.
- To generate payments and print cheques in the expenditure accounting system.
- To dispatch cheques to staff and suppliers and the cheque lists to banks.
- To stamp "PAID" all paid vouchers and their supporting documents, and file them in ascending order of disbursement numbers.
- To make follow-up to ensure the collection of receipts for cheques dispatched to suppliers.
- To report any discovered loss/ shortage of cash/cheque/receipts.
- To track funds transfers from commercial banks to Central Bank (BoT) and prepare the schedule of revenue transfers and funds in transit (with commercial banks).
- To perform any other duties assigned by the Supervisor.

#### **Key Qualifications**

Diploma in one of the following fields: Accountancy, Finance, Business Administration majoring in Accounting or Finance or equivalent qualifications from recognized Institutions. The ability to use different Accounting packages/software is an added advantage.

Salary Scale: TRAS 3:1

### **32.0. POSITION: RECORDS MANAGEMENT ASSISTANT II (10 POSTS)**

#### **Key Responsibilities will include**

- To register incoming and outgoing mail;
- To control the movement of files;
- To file the letters and other documents received;
- To ensure timely circulation of documents to designated officers for necessary action;

- To bring up the files to the respective staff for action and retrieve the files from the staff for filing of incoming mail;
- To take stock of the files kept by staff;
- To open and close files;
- To assist in the supervision of outsourced services;
- To account for the stamps used for postage of letters and
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Ordinary Diploma in Records Management/Archives or equivalent qualifications from a recognized institution.

Salary Scale: TRAS 3:1

**33.0. POSITION: TECHNICIAN II – 10 POSTS (CIVIL 03 POSTS; ELECTRICAL 07 POSTS)**

**Key Responsibilities will include**

- To assist in supervision for repair and maintenance of civil and electrical works, equipment, and furniture.
- To assist in the coordination of insurance matters, cleaning, services, and equipment maintenance done by sub-contractors and security systems.
- To assist in the supervision of services provided by internal and external service providers.
- To maintain high customer service.
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Full Technician Certificate (FTC) or Diploma in Civil / Electrical or equivalent qualifications from a recognized institution.

Salary Scale: TRAS 3:1

**34.0. POSITION: SECURITY SYSTEM OPERATOR II (09 POSTS)**

**Key Responsibilities will include**

- To conduct programming and activation of the Access cards.
- To monitor CCTV and surveillance systems.
- To oversee the functioning of CCTV, Access Control and Alarm system.
- To record and report CCTV events.



- To attend to complaints related to Access Control and CCTV.
- To supervise security system maintenance.
- To monitor intrusion in restricted areas.
- To report technical faults arising.
- To perform any other duties assigned by the Supervisor.

**Key Qualifications**

Diploma in one of the following fields: Information and Communications Technology, Computer Science, Electrical Engineering, Electronics Engineering or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

**35.0. POSITION: SKIPPER II (8 POSTS)**

**Key Responsibilities will include**

- To assist in inspecting all navigation equipment to ensure they work properly;
- To assist in ensuring the safety of the boat and the personnel is maintained at all times;
- To assist in arranging with the navy to get armed soldiers;
- To assist in communicating with port authorities for the permission to proceed to sea;
- To assist in maintaining deck log book and voyage reports and;
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Diploma in Marine Operations (NTA Level 6) and Certificate of Competency (COC) Class 3 plus one of the Mandatory Certificates: Medical Care, Advanced Fire-Fighting, Survival at Sea, PSSR, or GMDSS or its equivalent. Relevant training in Customs procedures is an added advantage.

Salary Scale: TRAS 3:1

**36.0. POSITION: BOAT TECHNICIAN II (08 POSTS)**

**Key Responsibilities will include**

- To assist in maintaining the boat's electrical and mechanical machinery to make sure they are in good working order and report deficiencies;
- To assist in checking the state of bunkers (fuel, water) and lubricants are at the operational level and recorded accordingly;

- To assist in maintaining the availability of spare parts for the boat;
- To assist in conducting mooring and unmooring of the boat;
- To assist in planning service and maintenance schedule (including dry docking of the boat) and machinery and participate in the repair process;
- To maintain the safety of the equipment, machinery and personnel;
- To maintain engine log book and
- To perform other duties assigned by the Supervisor.

### **Key Qualifications**

Diploma in Marine Engineering (NTA Level 6) and Certificate of Competency (COC) Class 3, 2 and 1 Plus one of the Mandatory Certificates: Medical Care, Advanced Fire-Fighting, Survival at Sea, PSS, GMDSS or its equivalent. Training in customs procedures is an added advantage.

Salary Scale: TRAS 3:1

### **37.0. POSITION: LIBRARY ASSISTANT II (02 POSTS)**

#### **Key Responsibilities will include**

- To assist students and staff in the circulation of library materials and the use of the online catalogue and online database resources;
- To perform a variety of assigned clerical and computer-related tasks;
- To prepare the circulation desk for service on a daily basis with needed supplies;
- To process periodicals received for circulation;
- To sort returned materials by type, location, or unit of library to which they belong;
- To examine returned materials for obvious damage;
- To compute, collect and record fines paid by the defaulters; and
- To perform other duties assigned by the Supervisor.

### **Key Qualifications**

Diploma in one of the following fields: Library Studies, Information Studies Documentation or equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 3:1

### **38.0. POSITION: DECKHAND AUXILLIARY II (02 POSTS)**

#### **Key Responsibilities will include**

- To assist the boat captain in steering the boat.
- To assist the engineer in carrying out the services and repairs.

- To assist with the mooring and unmooring of the boat.
- To maintain day-to-day cleanliness of the boat hull, engine and boat machinery.
- To carry out paint touch-ups on corroded parts.
- To perform dock duties as assigned by the captain or engineer while on dock.
- To ensure the availability of cleaning materials and provisions on the boat.
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Form IV or Form VI Certificate plus Basic Technician (NTA Level 4) in Marine Engineering, Shipping and Logistics Management, Marine Operation, Transport and Supply Chain Management. Plus one of the Mandatory Certificates: Survival at Sea, First Aid, Fire fighting, EDH, Rating, Relevant Swimming, Deep Sea Diving Courses or any other equivalent qualifications from a recognized Institution.

Salary Scale: TRAS 2:1

**39.0. POSITION: RECEPTIONIST II (20 POSTS)**

**Key Responsibilities will include**

- To call and to receive telephone.
- To register incoming and outgoing calls.
- To provide weekly reports for all outgoing calls, take messages where necessary and forward messages to appropriate officers.
- To report any malfunctioning of the switchboard and extensions for corrective and preventive maintenance.
- To attend and register all visitors and direct them to the respective offices.
- To ensure that the reception is clean and tidy at all times.
- To assist visitors and take messages where necessary.
- To forward messages to appropriate offices.
- To report any unsafe events likely to occur in his/her place of work.
- To perform other duties assigned by the Supervisor.

**Key Qualifications**

Form IV or Form VI Certificate with at least three credits passes in English and Kiswahili and who has attained a Certificate in Telephone Operation, Reception, Front Office or equivalent qualifications from a recognized institution.

Salary Scale: TRAS 1:1

#### **40.0. POSITION: DRIVER II (105 POSTS)**

##### **Key Responsibilities will include**

- To drive motor vehicles in accordance with road traffic rules and regulations.
- To inspect motor vehicles before and after any route/journey in order to identify required maintenance or rehabilitation.
- To ensure that a motor vehicle and its equipment (jack, spanner, spare tyre, etc.) are available and in good condition.
- To carry out minor/routine maintenances of vehicles.
- To maintain the car logbook by recording all trips and fuel consumption.
- To prepare fuel, oil and car log book returns for the vehicle.
- To ensure that motor vehicle doors and windows are properly locked and safe all the time.
- To maintain the vehicle and report to the Supervisor any vehicle defects that which need repairs.
- To assist in collecting and dispatching mail.
- To ensure the motor is clean at all times.
- To report any accident immediately to the Supervisor or Traffic Police.
- To perform other duties assigned by the Supervisor.

##### **Key Qualifications**

- Form IV Certificate who have attended Basic Driving Course offered by VETA or any recognized Institution and has Class "C1 or E" Driving License. The candidate must have driving experience of at least one (1) year without causing an accident.

Salary Scale: TRAS 1:1

#### **41.0. POSITION: OFFICE ASSISTANT II (27 POSTS)**

##### **Key Responsibilities will include**

- To distribute documents to respective offices
- To collect and forward mail to the Post Office.
- To move files to and from registries.
- To open office doors in the morning and close the same in the evening.
- To carry out photocopying and binding of documents.
- To assist in organizing pre-meeting arrangements when needed.

- To distribute mail internally to respective offices & staff.
- To duplicate documents, such as circulars and other publications.
- To circulate files and documents internally to respective staff.
- To prepare and serve tea and refreshments to staff and during meetings and workshops
- To perform other duties assigned by the Supervisor.

### **Key Qualifications**

National Form IV Certificate with passes in English and Kiswahili. The candidate should have attended a training course in Office Assistance or Cleaning Office Management or equivalent conducted by VETA or any other recognized training institution.

Salary Scale: TRAS 1:1

### **42.0. GENERAL INFORMATION/REQUIREMENT**

1. Applicants **MUST** be ready to work anywhere in the United Republic of Tanzania.
2. All applicants must be citizens of Tanzania and not above 45 years of age.
3. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts, postal addresses/postcodes, emails, and telephone numbers.
4. Applicants should apply on the strength of the information given in this advertisement.
5. Applicants with special needs/cases (disability) should indicate clearly for attention.
6. Posts with Diploma qualifications are strictly for applicants with a Diploma. Applicants with higher qualifications will be disqualified in the pre or post-interview stages.
7. Applicants employed in the public service should route their application letters through their respective employers.
8. An Applicant who is retired from the Public Service for whatever reason should not apply.
9. An Applicant should indicate three reputable referees with their reliable contacts.
10. Applicants must attach their certified copies of the certificates.
  - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - c) Form IV and Form VI National Examination Certificates.
  - d) Professional Certificates from relevant authorities.
  - e) Birth Certificate.
11. Attaching copies of the following documents is strictly not accepted.
  - **Form IV and Form VI results slip**
  - **Testimonials and all Partial transcript**

12. Presentation of forged certificates and other information will necessitate legal action.
13. Certificates from foreign examination bodies for ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
14. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTE).
15. A signed Application letter should be written in either English or Swahili and addressed to Commissioner General, P.O. Box 11491, Mchafukoge - Dar Es Salaam.
16. The deadline for application is 19 February, 2025
17. Only shortlisted candidates will be informed of a date for interview.

**NOTE: All applications must be sent through the Recruitment portal by using the following address <https://www.tra.go.tz/vacancies> and not otherwise**

#### **43.0. MODE OF APPLICATION**

All applications should be submitted online through the '*Vacancies*' menu available on the TRA Website or through this link:

[https://recruitment.tra.go.tz/tra\\_careers/User/UserHome.aspx](https://recruitment.tra.go.tz/tra_careers/User/UserHome.aspx). Applicants who will not be contacted should regard themselves as unsuccessful.

*All applicants are required to properly fill in the application form provided in the system. Please be informed that shortlisting has been automated through the Human Resources Information System (Aruti). Therefore, a failure to fill in all the fields properly may lead to disqualification.*

For any assistance, please make use of the online "HELP" available under the Application Form or dial TRA Call Centre Tel: 0800 750075, 0800 780078 and 0800 110016 from 0800 to 1700 Hours Monday to Friday. These are Toll-free numbers.

Released by:



**COMMISSIONER GENERAL  
TANZANIA REVENUE AUTHORITY**