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|  | **NATIONAL ENVIRONMENT MANAGEMENT COUNCIL(NEMC)*****BARAZA LA TAIFA LA HIFADHI NA USIMAMIZI WA MAZINGIRA*** |
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| Telephone: +255 22 2774889, Direct line: +255 22 2774852Mobile: 0713 608930Fax: +255 22 2774901Email: dg@nemc.or.tzWebsite: www.nemc.or.tz | 35 Regent Street, P. O. Box 6315411404 Dar es Salaam**TANZANIA****13.05.2020** |

**TRANSFER VACANCIES**

The National Environment Management Council (NEMC) is a body corporate re-established in 2004 by the Environmental Management Act Cap.191 (EMA Cap. 191) as a national environmental regulatory and enforcement institution responsible for overseeing management and protection of environment in Tanzania. The objective and purpose for which the Council was established is stipulated in Section 17(1) of EMA Cap.191 and *inter alia* includes: to undertake enforcement, compliance, review and monitoring of environmental impact assessment, facilitation of public participation in environmental decision making, exercise general supervision and coordinate overall matters that are environmental related.

National Environment Management Council invites applications from qualified Public Servants who are interested to be transferred to the National Environmental Management Council as follows:

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| **S/N** | **POSITION OFFICER II** | **POSTS** | **QUALIFICATION AND EXPERIENCE** |
|  | Internal Auditor II | 1 | Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus either of CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.  |
|  | Records Management Assistant II | 3 | Holder of Form IV or VI Certificate plus Certificate (NTA Level 5) in Records Management, Archives or equivalent qualifications from a recognized institution.  |
|  | Records Management Assistant I | 2 | Holder of Form IV or VI Certificate plus Diploma (NTA Level 6) in Records Management, Archives or equivalent qualifications from a recognized institution with working experience of at least four (4) years in related field. |
|  | Driver II | 9 | Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate having a valid Driving License Class C or E1 and Basic Driving Course plus driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics. |
|  | Office Assistant II | 4 | Secondary School Education/Advanced Secondary Education Certificate with pass in English and Kiswahili.  |
|  |  Accounts Officer II | 5 | Holder of Ordinary Diploma (NTA 6) in Accountancy, Finance, Business Administration (Majoring in Accounting), ATEC II or equivalent qualifications recognized by NBAA from recognized institution with working experience of at least four (4) years in related field. |
|  | Accountant II | 2 | Bachelor Degree in Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions plus either of CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA with working experience of at least four (4) years in related field. |
|  | Environment Management Officer II | 10 | Holder of Bachelor Degree in Environmental Engineering, Earth Sciences, Industrial Engineering, Energy, Petroleum Engineering, Climate Change, Environmental Economics, Natural Resources Management, Water and Marine Science, Forest, Environment Science and Management, Environmental Health Sciences, Limnology, Ecology, pathology, Agriculture, Biotechnology, Petroleum Engineering, Agriculture, Environmental economics from recognized institution |
|  | Senior Environment Management Officer I | 12 | Holder of Bachelor Degree in Environmental Engineering, Earth Sciences, Industrial Engineering, Energy, Petroleum Engineering, Climate Change, Environmental Economics, Natural Resources Management, Water and Marine Science, Forest, Environment Science and Management, Environmental Health Sciences, Limnology, Ecology, pathology, Agriculture, Biotechnology, Petroleum Engineering, Agriculture, Environmental economics from recognized institution with working experience of at least ten (10) years in related field. |
|  |  ICT Officer II | 2 | Holder of Bachelor Degree in Computer Science, Computer Engineering, Information Communication Technology, Management Information Systems or equivalent qualifications from recognized Institution  |
|  | Personal Secretary I | 4 | Holder of Diploma in Secretarial Studies who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution with working experience of at least four (4) years in related field. |

**Note:**

1. Applicant Must be a Public Servant
2. Signed application letters should be written in either Swahili or English.
3. Applicants must channel their application letters through their respective employers.
4. Applicants should attach up to date detailed CV
5. Applicants should attach certified copies of academic certificates and Transcripts
6. Applicants for the posts of drivers should attach valid license
7. Certificate from foreign Universities must be verified by TCU
8. Applicant should indicate their willingness to cover the transfer costs
9. Applicants should be ready to work at any of the NEMC offices situated at Dar es Salaam, Mbeya, Arusha, Mwanza, Kigoma, Dodoma and Mtwara.
10. Attractive salary in accordance with the Parastatal General Salary Scales (PGSS) and Parastatal Operation Salary Scale (POSS)
11. Only successful candidate will be contacted for further procedures.
12. All applications should be addressed to:

Director General,

National Environmental Management Council,

35 Regent Street,

P. O. Box 63154

11404 Dar es Salaam

**TANZANIA**

**DEADLINE**

Two weeks from the first appearance of this advertisement