

TERMS OF REFERENCE FOR THE SELECTION OF PROCUREMENT OFFICER (PRO)

Title: Procurement Officer (PrO)

Appointing Authority: Executive Director

Reporting relationship: Reports to Procurement Manager

Staff under his/her supervision: Registry Assistant cum Secretary

1. BASIC FUNCTIONS:

To assist the Procurement Manager to implement procurement activities.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

- a) Participate in maintaining an acceptable procurement system;
- b) Participate in the preparation of the Procurement Plan;
- c) Provide orientation and training to Project Area Authority technical teams on procurement planning and management;
- d) Participate in procurement monitoring activities countrywide on the TASAF supported activities and consolidate periodic reports (monthly, quarterly and annual);
- e) Prepare tender and contract documents;
- f) Administer contracts;
- g) Participate in performing secretariat duties to TMU Tender Board including to review evaluation done by the Tender Evaluation Committees;
- h) Participate in the preparation of departmental annual implementation plan and budgets;
- i) Conduct performance appraisals of staff in the unit using agreed upon performance indicators.
- j) Prepare monthly progress reports on procurement activities;
- k) Perform any other official duties as assigned by the Procurement Manager

3. QUALIFICATIONS:

- a) Holder of a first Degree or equivalent qualification in Business Studies, Procurement and Logistics Management, Engineering or any other related field from a recognized university.
- b) Should be registered and certified member with the Procurement and Supplies Professionals and Technicians Board at the authorized category of registration with CSP/CPSP or Chartered Institute of Procurement and Supply certification (CIPS level 4) qualification.

- c) At least five (5) years' experience in relevant field in Public and / or Private Sectors with thorough understanding of World Bank's, and Government procurement procedures.
- d) Must be have good knowledge of computer applications;
- e) Good communication and interpersonal skills.
- f) Results-oriented.
- g) Ability to work as part of a team and autonomously,
- h) Ability to supervise, train and coach staff in relevant skills,
- i) Self-motivated and able to work with integrity, high level of confidentiality.

4. KEY PERFORMANCE MEASURE:

- a) Timely preparation of tender and contract documents;
- b) Existence of updated procurement plan;
- c) Existence of proper files with complete procurement documents;
- d) Existence of procurement implementation and monitoring reports (Monthly, quarterly, and annual reports)
- e) Existence of reports on procurement capacity enhancement activities for the PAAs.

5. DURATION OF CONTRACT:

The contract term is four (4) years, renewable based on performance.

6. DUTY STATION:

The duty station will be at the TASAF Head Office - Dodoma.

7. HOW TO APPLY FOR THIS VACANCY

Applicants are required to submit their applications, including certified copies of Academic certificates, Birth certificate, Cover letter, and a Curriculum Vitae (CV) to either of the address below

1. Hard copy applications should be sent to

The Executive Director,
Tanzania Social Action Fund (TASAF),
PSSSF Kambarage Tower,
1 Kambarage Street,
41104 Tambukareli, Dodoma
P.O. Box 2719, DODOMA.

OR

2. Electronic applications (PDF format):

Can be sent to the following email address: hr@tasaf.go.tz

Applications submitted through methods other than those specified above will not be considered

The deadline for submitting applications is 7th May 2026



TERMS OF REFERENCE FOR THE SELECTION OF MONITORING AND EVALUATION OFFICER

Title: Monitoring, Evaluation and Learning Officer (MEL Officer)

Appointing Authority: Executive Director

Reporting Relationship: Reports to the Monitoring, Evaluation & Learning Manager (MEL Manager)

Staff under his/her Supervision: MEL Assistant Officers and TASAF Monitoring Officers

1. BASIC FUNCTIONS:

To assist the MEL Manager to implement Monitoring, Evaluation and Learning activities.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

- a) Participate in tracking set control measures of the operations to ensure timely project implementation;
- b) Participate in supervision of all evaluation studies;
- c) Identify technical support requirements for monitoring of implemented interventions at Regional and PAAs levels;
- d) Compare the quantity, quality of change and levels of implementation at PAAs over time;
- e) Participate in documenting good practices for effective implementation of the Project;
- f) Assess and compile capacity building requirements and ensure availability of required training materials and support for effective implementation of monitoring by regions and PAAs.
- g) In quarterly basis, perform activities implementation tracking and report on the indicators performance using indicator performance tracking table (IPTT) and PSSN MIS.
- h) Participate in compilation of Annual Plans and Budgets for the organization:
- i) Participate in the preparation of annual MEL implementation plan and budgets.
- j) Participate in the preparation of the Project Implementation Completion Report (ICR);
- k) Participate in tracking management decision and directives to ensure continual learning and improvement;
- l) Prepare progress reports on monitoring, evaluation and learning activities including summerizing reports with visuals for Management and other stakeholder consumption;
- m) Conduct performance appraisal for MEL Assistant Officers and TASAF Monitoring Officers
- n) Perform any other official duties as assigned by the MEL Manager;

3. QUALIFICATIONS:

- a) A first Degree or equivalent qualification in Economics, Statistics, Sociology or Monitoring and Evaluation from a recognized university;
- b) At least five (5) years' experience in relevant field in Public and / or Private Sectors.
- c) Advanced Skills in Statistical Package for Social Sciences (SPSS), Stata or Power BI;
- d) Post graduate training in Development Evaluation is an added advantages
- e) Must be advanced computer literate;
- f) Good communication and interpersonal skills.
- g) Ability to supervise, train and coach staff in relevant skills.
- h) Self-motivated with integrity and high level of confidentiality

4. KEY PERFORMANCE MEASURES:

- a) Number of Project progress reports prepared in time;
- b) Annual plans and budgets prepared timely;
- c) Actions taken on monitoring and evaluation issues identified and reported;
- d) Number of consolidated reports prepared as inputs to quarterly and annual reports in time;
- e) Number of compiled best practices for documentation

5. DURATION OF CONTRACT:

The contract term is four (4) years, renewable based on performance.

6. DUTY STATION:

The duty station will be at the TASAF Head Office - Dodoma.

7. HOW TO APPLY FOR THIS VACANCY

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1. Hard copy applications should be sent to

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41104 Tambukareli, Dodoma
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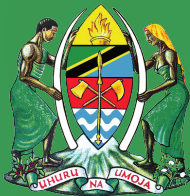
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TERMS OF REFERENCE FOR THE SELECTION OF MOTOR VEHICLE MECHANIC

Title: Motor Vehicle Mechanic

Reporting Relationship: Transport Officer

Appointing Authority: Executive Director

1. BASIC FUNCTIONS:

To assist the Transport Officer in all activities related to service and maintenance ensure proper running condition of TASAF vehicles.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES:

He/she shall:

- a) Plan and uphold mechanical and maintenance schedules by preparing daily, weekly, monthly, quarterly, and annual maintenance schedules;
- b) Carry out regular inspection of motor vehicles and generators to proactively identify required repairs, spares, tools, equipment, and materials.
- c) Conduct pre-repair inspections and prepare vehicle investigation/inspection reports before sending vehicles off-site for major repairs.
- d) Verify and document all work performed; attach service reports and parts used to each job record.
- e) Order, receive and manage spare parts and consumables; ensure correct part numbers and maintain stock levels.
- f) Prepare and maintain detailed inventory records for assigned vehicles/parts, noting condition and serial/asset numbers.
- g) Perform safety checks and road tests to confirm repair quality and vehicle roadworthiness after each service before a vehicle is given to a driver.
- h) Provide technical advice and recommendations to the Transport Officer on vehicle condition, repair priorities and replacement needs.

- i) Prepare quarterly reports on fleet mechanical condition, common faults and recommended actions.
- j) Perform final inspection and testing of TASAF vehicles after repair to ensure compliance with manufacturer specifications and safety standards;
- k) Follow safety protocols and keep the work environment safe, clean and secure;
- l) Advise the Transport Officer on appropriate spare parts and provide consultation on the repair and maintenance of TASAF motor vehicles;
- m) Through a provided Worksheet/Logbook, prepare and submit to Transport Officer a monthly report documenting maintenance activities, repairs and overall conditions of vehicles to ensure operational efficiency, safety and cost control;
- n) Providing emergency repair to broken down TASAF vehicles;
- o) Undertake any additional duties as directed by the Transport Officer.

3. QUALIFICATIONS:

- a) Holder of National Vocational Award (NVA) Level III or Trade Test Grade I provided by VETA or other recognized Institution.
- b) Proven experience as a mechanic in fleet or workshop environments.
- c) Proficient with diagnostic tools, equipment and basic vehicle IT systems.
- d) Strong problem-solving skills, attention to detail and good record-keeping.
- e) Valid driving license and ability to perform road tests.
- f) Minimum 5 years of relevant experience as an automotive technician;
- g) Ability to work independently, Self-motivated with integrity and high level of confidentiality.
- h) Good communication skills and knowledge in use of basic computer software skills.

4. KEY PERFORMANCE MEASURES:

- a) A high standard of repairs and maintenance;
- b) Properly maintained motor vehicle records;
- c) Evidence of genuine motor vehicle spare parts;
- d) Evidence of punctuality, faithfulness and tidiness

5. DURATION OF CONTRACT

The contract term is four (4) years, renewable based on performance.

6. DUTY STATION

The duty station will be at the TASAF Head Office - Dodoma.

7. HOW TO APPLY FOR THIS VACANCY

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