



TANZANIA REVENUE WORKERS UNION (TAREWU)

VACANCY ANNOUNCEMENT

Ref. No. **TAREWU/HQ/RECR/2026/01** • Date: **12th October 2026**

ABOUT TAREWU

The Tanzania Revenue Workers Union (TAREWU) is the trade union of employees in the revenue collection sector. It was registered in 2019 under the Employment and Labour Relations Act, Cap. 366 (R.E. 2019). TAREWU protects the rights and promotes the interests of its members across Tanzania. Under its Second Strategic Plan 2026 - 2030, the union is expanding its welfare services, its training and digital platforms, and its investments, and is building a modern, professional Secretariat to deliver them.

TAREWU invites applications from qualified, dynamic and self-motivated Tanzanians to fill the following vacant posts at its Headquarters in Dar es Salaam:

No.	Post	Department / Office	Type	Posts
1	Finance and Investment Officer	Finance and Investment	Substantive	1
2	Administration and Members' Welfare Officer	Administration and Members' Welfare	Substantive	1
3	Executive Operations Officer	Office of the Secretary General	Substantive	1
4	Driver	Administration and Members' Welfare	Substantive	1
5	Learning and Capacity Development Intern	Learning, Innovation and Development	Internship (12 months)	1

TERMS OF EMPLOYMENT

Posts 1– 4: Fixed-term contract of three (3) years], with an attractive remuneration package in accordance with the TAREWU Salary Scale (TSS) and the Staff Regulations.

**POST
01****FINANCE AND INVESTMENT OFFICER**

Finance and Investment Department • Substantive Post

REPORTS TO Head of Finance and Investment	SALARY SCALE TSS 9	DUTY STATION TAREWU HQ, Dar es Salaam	NUMBER OF POSTS One (1)
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JOB PURPOSE

To keep TAREWU's books of accounts accurate and up to date, safeguard members' subscriptions, and help grow the union's investments so that it becomes financially independent, in line with Strategic Objective C of the Strategic Plan 2026–2030.

DUTIES AND RESPONSIBILITIES

1. Processes receipts, payment vouchers, petty cash and bank transactions in line with the TAREWU Financial Regulations.
2. Records members' subscriptions and agency fees, and reconciles them monthly with the employer's payroll deduction schedules.
3. Prepares bank reconciliation statements and maintains the fixed asset register.
4. Prepares the monthly own-source revenue report and the quarterly budget execution report.
5. Supports the preparation of the annual budget and the annual financial statements under IFRS, and coordinates audit requests.
6. Monitors TAREWU's Treasury Bond and collective investment holdings, coupon receipts and maturity dates, and prepares investment performance reports.
7. Researches investment opportunities and supports business cases for income-generating projects and the self-insurance scheme.
8. Ensures that statutory deductions are deducted and remitted on time, and that returns are filed.
9. Supports the delivery of financial literacy programmes for members.
10. Performs any other lawful duties assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or Advanced Diploma in Accounting, Finance, Banking, Economics or a related field from a recognised institution.
- A professional accountancy qualification (CPA(T), ACCA or equivalent) with registration by NBAA.
- At least two (2) years' relevant experience in accounting, finance or investment work will be an added advantage.
- Proficiency in accounting software and advanced Microsoft Excel.

KEY ATTRIBUTES

- High integrity and attention to detail.
- Strong analytical and numerical skills.
- Ability to meet strict reporting deadlines.
- Good written and spoken English and Kiswahili.

**POST
02****ADMINISTRATION AND MEMBERS' WELFARE OFFICER**

Administration and Members' Welfare Department • Substantive Post

REPORTS TO Head of Administration and Members' Welfare	SALARY SCALE TSS 9	DUTY STATION TAREWU HQ, Dar es Salaam	NUMBER OF POSTS One (1)
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JOB PURPOSE

To keep the Secretariat running smoothly and to make sure members receive caring, timely support through TAREWU's welfare schemes, in line with Strategic Objectives A and G.

DUTIES AND RESPONSIBILITIES

1. Maintains staff records and handles onboarding, attendance and leave administration.
2. Handles office administration, including correspondence, supplies, meeting logistics, assets and outsourced service contracts.
3. Supports the staff performance appraisal cycle and the implementation of the Staff Regulations and the Scheme of Service.
4. Assists in preparing manpower development plans.
5. Receives, verifies and processes members' condolence and welfare claims, and keeps accurate welfare fund records.
6. Holds confidential consultations with members in need and refers them to medical, counselling or legal support.
7. Coordinates health screening campaigns, retirement preparation programmes and Retiree Forum activities.
8. Supports maintenance of the membership register, the Members Portal records and the TAREWU Identity Cards System.
9. Shares welfare and benefits information with members through branches and digital channels.
10. Performs any other lawful duties assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Human Resource Management, Public Administration, Business Administration, Social Work, Sociology or a related field from a recognised institution.
- At least two (2) years' experience in administration, human resources or welfare work will be an added advantage.
- Good computer skills (MS Office or Google Workspace). Experience with HR or membership database systems is an added advantage.

KEY ATTRIBUTES

- Empathy, discretion and respect for confidentiality.
- Strong organisational and follow-up skills.
- Courteous, member-focused service attitude.
- Good written and spoken English and Kiswahili.



POST

03**EXECUTIVE OPERATIONS OFFICER**

Office of the Secretary General • Substantive Post

REPORTS TO Secretary General	SALARY SCALE TSS 8	DUTY STATION TAREWU HQ, Dar es Salaam	NUMBER OF POSTS One (1)
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JOB PURPOSE

To run the Office of the Secretary General efficiently, managing the diary, communications, meetings and the follow-up of decisions, so that the leadership can focus on strategy and members.

DUTIES AND RESPONSIBILITIES

1. Manages the Secretary General's calendar, arranges appointments and resolves scheduling conflicts.
2. Acts as the first point of contact for internal and external queries, and screens, summarises and routes correspondence.
3. Prepares agendas and background papers for meetings, records accurate minutes, and tracks actions on decisions.
4. Organises travel, accommodation and logistics for the Secretary General and leadership missions.
5. Maintains a secure physical and digital filing system for confidential documents.
6. Liaises with government agencies, partner unions and stakeholders on behalf of the Office.
7. Drafts letters, memos and routine reports for the Secretary General's review.
8. Performs any other lawful duties assigned by the Secretary General.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Office Management, Business Administration, Diplomacy, International Relations, Public Administration, Human Resource Management or a related field from a recognised institution.
- At least two (2) years' experience in an executive support or office management role will be an added advantage.
- Advanced skills in MS Office or Google Workspace, and in digital meeting and collaboration tools.

KEY ATTRIBUTES

- Excellent written and spoken English and Kiswahili.
- Absolute discretion and professionalism.
- Highly organised, proactive and able to work under pressure.
- Confident communicator with stakeholders at all levels.

**POST
04****DRIVER**

Administration and Members' Welfare Department • Substantive Post

REPORTS TO Head of Administration and Members' Welfare	SALARY SCALE TSS 3	DUTY STATION TAREWU HQ, Dar es Salaam (with travel)	NUMBER OF POSTS One (1)
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JOB PURPOSE

To transport TAREWU leaders, staff and materials safely and on time to work stations across Tanzania, and to keep the union's vehicle in good condition.

DUTIES AND RESPONSIBILITIES

1. Drives the union vehicle safely and ensures the safety of passengers and goods on every journey.
2. Keeps the vehicle logbook up to date, and checks before travel that insurance, licences and other documents are valid.
3. Keeps the vehicle clean, secure and roadworthy, follows the maintenance schedule, and reports defects promptly.
4. Carries out minor repairs when necessary.
5. Keeps records of fuel use and mileage.
6. Performs dispatch duties such as delivering and collecting documents and mail.
7. Maintains disciplined behaviour, smart appearance and proper conduct at all times.
8. Performs any other lawful duties assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

- Certificate of Secondary Education (Form IV) with passes in Kiswahili and English.
- A valid Class C driving licence.
- Trade Test Grade II certificate from VETA or an equivalent recognised institution.
- At least three (3) years' accident-free driving experience will be an added advantage.
- A defensive driving certificate from the National Institute of Transport (NIT), VETA or another recognised institution will be an added advantage.
- Candidates must not exceed 45 years of age at the time of application.

KEY ATTRIBUTES

- Excellent safety record and knowledge of road traffic rules.
- Punctual, honest and well-disciplined.
- Willing to travel upcountry and work extra hours when required.
- Basic knowledge of vehicle mechanics.

**POST
05****LEARNING AND CAPACITY DEVELOPMENT INTERN**

Learning, Innovation and Development Department • Internship Opportunity

SUPERVISOR Head of Learning, Innovation and Development	DURATION Twelve (12) months	STIPEND Per Month	NUMBER OF PLACES One (1)
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PURPOSE OF THE INTERNSHIP

To give a recent graduate hands-on experience in designing, delivering and evaluating training for a fast-growing trade union. The intern will support TAREWU's drive to train 80% of members by June 2030 and to establish the TAREWU Training and Capacity Building Academy.

WHAT YOU WILL DO

1. Supports training needs assessments for members, branch leaders and staff, including online surveys.
2. Helps organise logistics for workshops, webinars, mentorship sessions and Retiree Forum events.
3. Helps develop training materials, presentations and short e-learning content in Kiswahili and English.
4. Keeps attendance, completion and certification records up to date.
5. Helps collect and analyse participant feedback and prepare training reports.
6. Documents training events through notes, photos and short write-ups for TAREWU's communication channels.
7. Performs any other lawful tasks assigned by the supervisor.

WHO CAN APPLY

- Bachelor's degree in Mass Communication, Education, Adult Education, Human Resource Management or Development, Labour Studies, Social Sciences or a related field from a recognised institution.
- Graduated within the last two (2) years (2024 or later), and not currently in formal employment.
- Good computer skills (MS Office or Google Workspace). Experience with design or e-learning tools (such as Canva) is an added advantage.

KEY ATTRIBUTES

- Passion for learning, facilitation and member development.
- Good communication skills in English and Kiswahili.
- Creative and organised.

PLEASE NOTE

- The internship is a structured learning placement. It is not employment and does not guarantee employment with TAREWU.
- The intern will receive a monthly stipend, mentoring and a certificate of completion.



GENERAL CONDITIONS FOR ALL APPLICANTS

1. Applicants must be citizens of Tanzania.
2. The applicant must be 45 years of age or below at the time of application.
3. Applicants must attach an up-to-date curriculum vitae (CV) with reliable contact details (postal address, email and telephone), and the names and contacts of three (3) reliable referees.
4. Applicants must attach certified copies of academic and professional certificates and transcripts, Form IV and Form VI certificates (where applicable), and a birth certificate. Driver applicants must also attach a copy of their driving licence and Trade Test certificate.
5. Statements of results, provisional results, testimonials and partial transcripts will not be accepted.
6. Applicants with foreign qualifications must have them verified by the Tanzania Commission for Universities (TCU), the National Examinations Council of Tanzania (NECTA) or the National Council for Technical and Vocational Education and Training (NACTVET), as appropriate.
7. Applicants must indicate clearly the post applied for. A separate application must be submitted for each post.
8. Only shortlisted candidates will be contacted for interview.
9. Presenting forged certificates or false information will lead to disqualification and legal action.
10. Canvassing in any form will lead to automatic disqualification.
11. TAREWU is an equal opportunity employer. Qualified women and persons with disabilities are strongly encouraged to apply.

HOW TO APPLY

Send a signed application letter, quoting the post title and reference number, together with the documents listed above, through the **TAREWU Career Portal** via the link: <https://careers.tarewu.or.tz/?v=2>

APPLICATION DEADLINE

Monday, 19th October 2026 at 15:30 hrs (East Africa Time)

Issued by:

Michael John Marere
SECRETARY GENERAL – TAREWU

Solidarity • Integrity • Equity • Efficiency