



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS  
ENGINEERS REGISTRATION BOARD



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TANZANIA

## NOTICE TO ENGINEERS

### Call for Evaluators

Engineers Registration Board (ERB) is a statutory body established by the Engineers Registration Act Cap 63. The Board has the responsibility of regulating professional engineering practice and the conduct of engineering practitioners through registration, professional development, and oversight of engineering ethics and code of conduct. In addition, the Board approves curricula for engineering courses in collaboration with accreditation authorities.

**Pursuant to ERB Order No. ERB/REG/CE/PD/-01**, the Engineers Registration Board (ERB) is pleased to inform the public that it is inviting qualified and experienced professional engineers to serve as evaluators in the Professional Engineers Registration process. In line with its mandate under the Engineers Registration Act (Cap 63), ERB is committed to upholding high standards of engineering practice, professional ethics, and continuous development. To support these objectives, the Board seeks to co-opt technical experts who will assist in assessing registration applications and ensuring that all candidates meet the required professional standards.

Evaluators will retain employment with their current organizations and will be engaged on a temporary basis to assist ERB in reviewing applications and supporting related professional assessment activities.

#### Eligibility Criteria:

- Must be a citizen of Tanzania;
- Must be a registered professional engineer
- Extensive experience and expertise in your engineering discipline (3 years and above)
- A commitment to upholding ERB's standards of professionalism and ethics

#### Key Responsibilities:

- (i) Evaluate reports submissions from engineers seeking professional registration;
- (ii) Provide objective assessments and constructive feedback;

- (iii) Review SEAP quarterly report;
- (iv) Ensure evaluations meet ERB's registration standards; and
- (v) Any other assigned duties

**Benefits.**

- (i) Earn Professional Development Units (PDUs)
- (ii) Contribute to advancing the engineering profession in Tanzania.
- (iii) Receive a modest allowance for participation


**How to Apply:**

Interested applicants are requested to submit their application along with a detailed CV via email to [registrar@erb.go.tz](mailto:registrar@erb.go.tz) or by post to the following address:

Registrar,  
Engineers Registration Board (ERB),  
P.O. Box 2768,  
Mhandisi Annex, Plot No. 13, Block "A",  
Tambukareli Street, NCC  
**DODOMA**

For inquiries, please contact Eng. Veronica Ninalwo, reached at +255757750130 or [veronica.ninalwo@erb.go.tz](mailto:veronica.ninalwo@erb.go.tz) and Eng. Bernard B. Kavishe (Registrar) at +255752060791 or [registrar@erb.go.tz](mailto:registrar@erb.go.tz).

***Be a part of ERB's mission to uphold excellence in engineering***

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<p><b>Document No.</b> <b>ERB/REG/CO/PD/-01</b></p>	<p align="center"><b>ORDER ON CO-OPTION OF TECHNICAL EXPERTS</b></p>	<p align="center"><b>Page 1 of 7</b></p>

## **1.0. PURPOSE**

This Order is issued to provide information and guidance to the ERB Departments and Units on the procedures to be used in co-opting technical experts to perform the functions of registration, regulation, professional development, training, compliance and safety oversight on behalf of the Institution.

## **2.0. REFERENCE**

- 2.1. Registration Manual, 2019
- 2.2. Professional Recognition Manual for Engineering Programmes, 2015
- 2.3. Continuing Professional Development – Programme Document, 2005
- 2.4. SEAP Programme Implementation Document, 2005

## **3.0. BACKGROUND**

3.1. The Engineers Registration Board has not recruited adequate Staff to cover the entire engineering regulation system in Tanzania taking into consideration the volume of oversight regulation activities in the country. In this regard, it is necessary to co-opt Technical Experts from the industry to ensure that the country meets its engineering registration, professional development, regulation, safety oversight obligations and responsibilities under the Engineers Registration Act (Cap 63);

3.2. Action shall be taken to ensure that only qualified personnel as stipulated in the Engineers Registration Act, Cap 63 are co-opted. The co-opted Technical Experts shall be closely monitored by the respective ERB Heads of Departments and Units during the period of evaluations, training, inspections and audits.

3.3. In order to enable the Institution, provide the wide range of oversight functions/activities effectively and efficiently, it has hereby established a procedure for co-option of ERB Technical Experts from the industry.


## **4.0. TECHNICAL STAFF TO BE CO-OPTED**

4.1. The Institution will co-opt Technical Experts to assist in the engineering regulation system in Tanzania subject to prescribed regulations and technical guidance materials.

4.2. The Technical Experts will remain employees of their respective organizations/institutions

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and will only participate in the ERB activities on the basis temporary engagement.

4.3. The Institution will maintain current records of all the Technical Experts available and willing to assist in engineering regulation, safety oversight of the ERB oversight system in Tanzania.

4.4 Engineers Registration Board Assistant Registrars and their Technical Staff are by virtue of their position co-opted as inspectors to assist in the safety oversight of engineering regulation in their areas of jurisdiction. Technical staff, means, officers with both basic academic and professional qualifications background. Coordination between Assistant Registrars and Technical Staff are set out in ERB Scheme of Service.

## **5.0. RESPONSIBILITIES OF THE INSTITUTION**

5.1. The requesting Institution will be responsible for:

5.1.1. Travel and living expenses of the co-opted Technical Experts;

5.1.2. Issuing formal delegation of the institution document specified in section 8 below, authorizing to enter, to inspect, to require production of documents and to conduct checks and furnish reports or participating in investigations.

5.2. A co-opted Technical Expert will be deemed to be an Inspector of the Institution for the period of engagement.


5.3. The Institution will review the reports made by the co-opted Technical Experts before submission to the service providers for development of corrective action plans.

## **6.0. INSPECTORS PERSONAL ETHICS AND CONDUCT**

### **6.1. Purpose**

6.1.1. This section contains direction and guidance for the Co -opted Technical Experts pertaining to principles of ethics and conduct as they affect the performance of duties.

6.1.2. The outline provided hereunder is only a guide as all circumstances that a Co -opted Technical Expert is expected to encounter may not be completely covered. As Technical

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Experts are always in the public eye, they are expected to exercise good judgment and professional behaviour at all times while on and off duty.

6.1.3. *Unique Responsibilities of Technical Experts:* Technical Experts are exposed to a number of circumstances that are critical to their positions and which are not pertinent to other job functions. The Inspector has the critical position of frequently interpreting and evaluating the quality of training programs, operations and maintenance manuals and overall safety activities. It is imperative that all Technical Experts be sensitive to the responsibilities and demands of their positions and be objective and impartial while performing their duties. Technical Experts must also be sensitive to actual as well as perceived appearances of any conflict that could disrupt the effectiveness or credibility of the Institution.


6.1.4. *Other Requirements:* Technical Experts are required to comply fully with the standards of conduct as set forth by this section; and with those set forth in the Code of Conduct and Ethics.

## 6.2. **On-the-Job Ethics and Conduct**

6.2.1. The conduct of a Technical Expert has a direct bearing on the proper and effective accomplishment of official job functions and responsibilities. Inspectors are required to approach their duties in a professional manner and to maintain that attitude throughout their activities. Through their conduct, Inspectors working in direct contact with operators, and with the public, bear great responsibility in the determination of public perception of the respective Authority.

6.2.2. All Technical Experts must observe the following rules of conduct:

- a) Report for work on time and in a condition that will permit performance of assigned duties;
- b) Render full and industrious service in the performance of their duties;
- c) Maintain a professional appearance, as appropriate, during duty hours;
- d) Respond promptly to directions and instructions received from their supervisor;
- e) Exercise courtesy and tact in dealing with co-workers, supervisors and members of the public;
- f) Obtain approval of all absences from duty;


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- g) Conserve and protect Institution property, equipment, and materials (Technical Experts may not use or permit others to use Institution equipment, property, or personnel for other than official business);
- h) When duties concern the expenditure of public funds, have knowledge of and observe all applicable legal requirements and restrictions;
- i) Safeguard classified information and unclassified information that should not be given general circulation as required by the Institution;
- j) Observe the various laws, rules, regulations, and other authoritative instructions, including all rules, signs, and instructions relating to personal safety;
- k) Uphold with integrity the public trust involved in the position to which assigned;
- l) Report known or suspected violations of law, regulations, or policy through appropriate channels;
- m) Not engage in private activities for personal gain or any other unauthorized purpose while on public property;
- n) Give any supervisor or official conducting an official investigation or inquiry all information and testimony about all matters inquired of, arising under the law, rules, and regulations administered by the Institution;
- o) Not use illicit drugs or abuse alcohol or other substances;
- p) Not participate in telephone eavesdropping (Advance notice must be given whenever any other person is placed on the line for any purpose whatsoever). An advance verbal warning must be given when an automatic recording device or a speaker telephone is used. The use of recording devices, portable or otherwise, on telephones shall be limited to areas involving air safety.
- q) Not make irresponsible, false, or defamatory statements that attack, without foundation, the integrity of other individuals or organizations. Technical Experts are accountable for the statements they make and the views they express.

### 6.3. Outside Employment, Financial Interests and Gifts

6.3.1. *Business Interests:* Technical Experts and their immediate families should seek clarification and guidance before engaging in any engineering regulation or other business activity for which the Institution has oversight responsibility. If a Technical Expert holds any interest that may give the appearance of impropriety, the Technical Expert should

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immediately inform his Authority for guidance.

6.3.2. *Conflict of Interest:* Technical Experts who wish to participate in outside engineering regulation activities, should seek clarification and approval from their respective Authority.

6.3.3. *Public Speaking:* Teaching or instructing at colleges, universities, or vocational schools may be acceptable for Technical Experts, but should be coordinated and approved by the Institution.

6.3.4. *Fund Raising:* Technical Experts may not participate in fund raising or soliciting donations from any business or activity for which their office is assigned oversight responsibility. Exceptions to this requirement may exist for donation of prizes/gifts for speakers in engineering safety seminars arranged under the aviation safety program. They should, however, seek official approval.

6.3.5. *Gifts:* Technical Experts should not accept or give out gifts if he/she knows that the gift will give the appearance of a conflict of interest in his/her responsibilities.

#### 6.4. **Dress**

6.4.1. Technical Experts should be aware that their personal appearance affects their professional image; therefore, they should adhere to the guidelines issued by the Board from time to time on Dress Code.


### 7.0. **INSPECTORS CREDENTIALS**

7.1. This section contains information for Inspectors concerning the types of Technical Expert credentials and the Expert eligibility requirements to be issued with the credentials. This section also contains direction and guidance to be used by Technical Experts when using the credentials during the performance of inspector tasks.

7.2. **Types of Credentials:** The Institution shall maintain two types of credentials –

- a) 7.2.1. ERB Inspector Credentials that identifies the Inspector employed by that Institution as an “Authorised Person” authorised to perform the duties and exercise the powers under the Engineering Works, Services and Projects Monitoring Regulations, 2015 (GN No.

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237 of June 26, 2015); ; and

7.2.2. ERB Inspector Credentials issued to co-opted inspector from the industry to enable them carry out specified functions/assignments. These credentials could be limiting in their duration, however, they should enable the Inspector to function as an Inspector of the credential issuing Authority.

7.3. The Credentials should enable the inspectors to enter restricted areas without any addition Pass as well as any facility.

7.4 Inspectors Coopted by virtue of their position will normally have access using their IDs and will therefore not be issued additional Credentials unless deemed necessary by the Registrar.

#### 7.4. Issuance Procedures

7.4.1. The Institution shall specify procedure for expediting the issuance of the credentials.

7.4.2. The issued Credentials are controlled document and a record of the issued credentials must be maintained indicating the name of the Inspector and the serial number of the issued credential.


7.4.3. If the credentials is lost, stolen, or damaged, the inspector should report the occurrence immediately to the inspector's supervisor and to the issuing authority.

#### 7.5. Use of Credentials

7.5.1. Although the credentials contain the general authorization for the inspector to conduct oversight work functions, specified work functions may only be performed after the inspector has been authorized by an appropriate supervisor.

7.5.2. The **ERB Inspector Credential identifies an individual as an “authorized Person” for the purposes of the Engineers Registration Regulations, 2010 and authorizes that individual to perform the duties and exercise the powers under the regulations.** These official duties include but not limited to the conduct of safety oversight of the engineering systems including personnel, procedures and facilities.



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7.5.3. The **ERB Inspector Credential** are also recognized as **Airport Security pass**. They authorise an inspector to be given free and uninterrupted access to restricted areas governed by the Engineers Registration Regulations, 2010 while the inspector is performing official duties to the extent stated on the credential. An inspector must display his/her Credential on an outer garment to be permitted entry into secured areas, and while working in these areas.

## **8.0. RESPONSIBILITIES OF THE INSPECTORS**

8.1. The assigned Inspector(s) is required to observe personal ethics and conduct detailed in this Order as well as any requirements which may be issued by the Authority.

8.2. It should be born in mind that the inspector(s) will be undertaking the activities assigned on behalf of the Institution and that at the time they will be working as employees of that Institution.

8.3. The assigned Inspector(s) upon completion of the task must produce report in accordance with the guidance issued by the Institution.

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**Engineers Registration Board**