



UNITED REPUBLIC OF TANZANIA  
ENGINEERS REGISTRATION BOARD



**TRANSFER VACANCY**

The Engineers Registration Board (ERB) is a statutory body established by the Act No.15 of 1997 as Amended by the Engineers Registration (Amendment) Act No. 24 of 2007 with the responsibility of regulating the engineering profession in Tanzania.

The Board hereby invites applications from suitably qualified Tanzanians who are in **Public Service** with **Check numbers** and preferably Regulatory Board or similar Institution for the Post of:-

**1.0 SENIOR REGISTRATION OFFICER - ERBGSS 4 (1Post)**

**Job Summary**

Senior Registration Officer will be responsible for all Registration and Technical affairs Issues of the Board

**Entry Qualifications.**

Holder of a degree in engineering or equivalent academic qualifications and registered with the Board as a Professional Engineer or Incorporated Engineer. Masters Degree in Engineering is an added advantage with at least five years working experience in a regulating industry.

**In – Service**

- (a) By promotion of Registration Officer I who has shown potential to hold higher responsibilities and has scored a minimum of B grade in performance appraisal with at least three years of working experience.

**(b) Duties and Responsibilities**

- i. To receive, record and process applications for registration of engineers and engineering consulting firms;
- ii. To check and verify adequacy, completeness and genuineness of the documents submitted by applicants;
- iii. To work on the Engineering Technical Issues;
- iv. To participate in the evaluation of engineering programs and Institutions recognition;
- v. To ensure timely evaluation of applications for registration;
- vi. To maintain an up-to-date record of registered engineers and registered engineering consulting firms;
- vii. To regularly up-date the database for engineers and engineering consulting firms;
- viii. To assist AR-ReTA in organizing ReTAC meetings and Board's industrial visits;
- ix. To perform other duties as directed by the AR-ReTA.

- (d) Age Limit - 25-45Yrs  
(e) Terms - Permanent and Pensionable

**2.0 SENIOR ENFORCEMENT OFFICER - ERBGSS 4 (2Posts)**

**Job Summary**

Senior Enforcement Officer will be responsible for all enforcement Issues of the Board

**(a) Entry Qualifications**

Holder of degree in Engineering or equivalent who is registered with ERB as a Professional Engineer and has proven experience of not less than five years in the regulating industry or other engineering field. Literacy in Computer applications is mandatory.

**(b) In – Service**

By promotion of Enforcement Officer I who has shown potential to hold higher responsibilities and has scored a minimum of B grade in performance appraisal for at least three years.

**Duties and Responsibilities**

- (i) To enter and inspect any site for construction, installation, erection, alterations or other engineering works for the purpose of ascertaining that the works or services are carried out or performed in compliance with the Engineers Registration Act;
- (ii) To keep information and data on all inspected projects/works for the purpose of use by the Board as will be required from time to time;
- (iii) To enforce payment fees to all registered technicians, engineers, and firms;
- (iv) To prepare and compile reports on the inspections done by the Board to the construction sites and other engineering projects/works/services;

- (v) To investigate un ethical conducts of engineers, technicians, and engineering consisting firms;
- (vi) To represent the Board in proceedings related to litigations of ethics and conduct;
- (vii) To inspect, analyze and report on all engineering products and service; and
- (viii) To perform any other duties as may be directed by the AR-E from time to time.

- (c) Age Limit - 25-45Yrs
- (d) Terms - Permanent and Pensionable

### **3.0 SENIOR LEGAL OFFICER – ERBGSS 3 (1 post)**

#### **(a) Entry Qualifications**

Holder of Masters Degree in Law (LLM) from any recognized University/Institution, should be an advocate registered by High court of Tanzania and five years working experience.

#### **(b) In-Service**

By promotion of Legal Officer Grade I who has shown potential to hold higher responsibilities and has scored a minimum of B grade in performance appraisal after serving in that position for at least three years.

#### **Duties and Responsibilities**

- (i) Indexing, filing, registering of government notices and all legal documents and ensuring their safe keeping;
- (ii) To represent the Board in Legal suits;
- (iii) To prepare Board's legal documents;
- (iv) To advise the management on various legal matters;
- (v) To advise on the interpretation on various legal provisions;
- (vi) To prepare legal briefs to contracts and other legal documents;
- (vii) To represent the Board in legal pursuits;
- (viii) To deal with legal correspondences addressed to the Board;
- (ix) To administer compliance to the terms of agreements and contracts;
- (x) To advise on various agreements and contracts before signing;
- (xi) To respond to changes in the legal environment;
- (xii) To record all minutes of all Board Committees Meetings;
- (xiii) To monitor validity of insurance covers for equipment and premises; and
- (xiv) Any other duties assigned by the Registrar.

- (c) Age Limit - 25-45Yrs
- (d) Terms - Permanent and Pensionable

### **4.0 SENIOR RECEPTIONIST - ERBOSS 4 (1Post)**

#### **(a) Entry Qualifications**

Holders of Form IV/VI certificate with a pass in English who has undergone the Telephone Operator/Receptionist course at a recognized institution and completed at least five years satisfactory service in that grade.

#### **(b) In Service**

By promotion of Receptionist I who has shown good performance and who has served in that position for at least three years.

#### **Duties and Responsibilities**

- (i) To Receive and manage the front desk for visitor;
- (ii) To keep visitors register book;
- (iii) To Receive and channel incoming telephone calls and internal telephone requests, and also dispatching and receiving letters;
- (iv) To operate and maintain Switchboard;
- (v) Directing office visitors to the officers in question;
- (vi) To Keep telephone call register;
- (vii) To maintain internal and external Telephone Director; and
- (viii) Any other duty assigned by the AR-FA.

- (d) Age Limit - 25-45Yrs
- (e) Terms - Permanent and Pensionable

## **MODE OF APPLICATION**

- (a) Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers,
- (b) Applicants must attach their detailed relevant certified copies of Academic certificates,
- (c) Presentation of forged academic certificates and other information in the CV will necessitate to legal action

### **Names and addresses of three referees,**

Applicants currently employed in the public service should route their application letters through their respective employers.

Certificates, Diplomas and Degrees from foreign examination bodies or Universities should be certified by The National Examination Council of Tanzania (NECTA) or The Tanzania Commission for Universities (TCU).

**All applications should reach the undersigned by hand, email or by post mail on or before April 30, 2021.**

**Registrar,  
Engineers Registration Board (ERB),  
Pamba Road, Tetex House,  
P.O. Box 14942,  
Dar es Salaam**

Tel.: +255-22-2122836,

**Fax: +255-22-2115373,**

E-mail: [registrar@erb.go.tz](mailto:registrar@erb.go.tz)

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