

UTT PROJECTS AND INFRASTRUCTURE DEVELOPMENT PLC



VACANCIES ANNOUNCEMENT

The UTT Projects and Infrastructure Development Plc (UTT-PID) is a company, fully owned by the Government of the United Republic of Tanzania under the Ministry of Finance. The core functions of UTT-PID is to render multidimensional services in the functional areas of Project Management, Infrastructure Development, Property Management, Project Financing/ Funds Arrangement, and other associated services.

In its effort to enhance capacity and effectiveness in discharging the Property Management mandate, UTT-PID intends to recruit suitably qualified Tanzanians to fill vacant positions listed below:-

1.0 Post Title: Building Care Taker

Duty Station: Dar es salaam

Available Vacancies: 4

Reports to: Property Manager

1.1 Qualifications

He/she shall have a minimum of 3 years experience in similar field and must possess Diploma or Full Technician Certificate (FTC) in Electrical/ Mechanical Engineering or an equivalent qualification from approved government education institutions. Building Care Taker shall oversee day to day operations of corrective and preventive maintenance and any emergency in the field of electrical, heat ventilation and Air-condition (HVAC) systems, Also, shall manage and supervise Air conditioning works, Mechanical and other installations.

1.2 Duties and Responsibilities

- i) To perform daily inspection of the property and arranges for property renovations and maintenance;
- ii) To record any defect in any part of the building found during inspection with exact locations clearly marked,
- iii) To implement prevailing tenancy policies and procedures;

- iv) To prepare inventories for items to be replaced and list of equipment;
- v) To supervise all service providers including security, cleaning, lifts, generators, chillers and other service providers
- vi) To ensure regular maintenance schedule is adhered to;
- vii) To prepare periodical reports on management of the building;
- viii) To be responsible for well-mannered, efficient customer service conduct at all times;
- ix) To handle tenants issues and complaints efficiently and effectively while maintaining client values;
- x) Responsible for reporting any unusual or extraordinary incidents regarding the tenants, property or any other user of the building and;
- xi) To supervise meter reading, accessibility onto property and user requirements;
- xii) Liaising with tenants, contractors and advise Property manager on state of affairs;
- xiii) To perform any other duties as may be assigned by the immediate Supervisor.

1.3 Remuneration

Remuneration package in accordance with the position salary scale will be offered to the right candidate.

2.0 Post Title: Plumbing Technician

Duty Station: Dar es salaam

Available Vacancies: 1

Reports to: Property Manager

2.1 Qualifications

He/she shall have a minimum of 3 years experience in similar field and must possess a form IV Secondary Education Certificate (CSEE) and VETA or any approved government education institutions Plumbing Certificate of Trade Test Certificate Grade II or I. Plumbing Technician shall perform day to day plumbing maintenance activities and other related operations in the building.

2.2 Duties and Responsibilities

- i) Installation and maintenance of plumbing systems both clean water and sewage;
- ii) Installation and maintenance of plumbing system for firefighting system;
- iii) To maintain drainage and sewage systems;
- iv) To deal with water troubleshooting and repair of water supply systems;
- v) To assemble pipe sections, tubing and fittings using couplings, clumps, screws, bolts, cements, plastic tools, e.t.c;
- vi) To control distribution of water for every area at the property
- vii) To prepare and maintain list of water and sanitation equipment;
- viii) To trace water system faults and eliminate the same;
- ix) To perform regular inspection of water system and equipment for the purpose of identifying weaknesses and take proactive measures to fix the problems before causing major damage/loss;
- x) To prepare budget estimates and specifications for water equipments and spare parts;
- xi) To prepare and implement preventive maintenance program for water system and equipments;
- xii) To perform any other duties as may be assigned by supervisor.

2.3 Remuneration

Remuneration package in accordance with the position salary scale will be offered to the right candidate.

3.0 General conditions and mode of application

- i) Applicants must be Citizens of Tanzania and not above 45 years old,
- ii) Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contact, postal address, e-mail and telephone numbers,
- iii) Applicants should apply on the strength of the information given in this advertisement,
- iv) Applicants must attach their detailed certified copies of academic certificates:
 - Degree /Advanced Diploma Certificates and transcripts,
 - Form IV and Form VI National Examination Certificates,
 - Professional Certificates and transcripts from respective boards or institutions,

- v) Result slips /transcripts submitted without relevant certificates will not be accepted,
- vi) Presentation of forged academic certificates and other information in the CV will necessitate to legal action
- vii) Applicants should indicate three reputable referees with their reliable contacts,
- viii) Applicants who have/were retired from the Public service for whatever reason should not apply,
- ix) Certificates from foreign examination bodies for ordinary or advanced level education should be certified by the National Examination Council of Tanzania (NECTA),
- x) Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU),
- xi) The attachments shall include one recent passport size photos and the applicant's birth certificate,
- xii) Deadline for application is Tuesday, 9th March, 2018, 17:00 hours,
- xiii) Only shortlisted candidates will be informed on the date for interview,
- xiv) All applications must be sent through UTT-Projects and Infrastructure Development address below:-

**Chief Executive Officer,
UTT Projects & Infrastructure Development Plc.,
12th Floor, Golden Jubilee Tower, Ohio Street,
P. O. Box 77783,
Dar es Salaam.**