



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER
MASASI – NACHINGWEA WATER SUPPLY AND SANITATION
AUTHORITY**



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SHORT TERM EMPLOYMENT OPPORTUNITIES.

1.0 INTRODUCTION

Masasi-Nachingwea Water Supply and Sanitation Authority (MANAWASA) was established through Government Notice **No. 105** dated 10 May 2013. and Government Notice **No.826** of 2019 The Authority is responsible for providing potable water supply and sanitation services in Masasi, Nachingwea and Mangaka towns. MANAWASA operates through three zones, namely Masasi District, Nachingwea District and Nanyumbu District (Mangaka Town), with its headquarters located in Masasi Town. The Authority commenced operations in July 2013.

The main function of MANAWASA is to provide affordable, reliable and quality water supply and sanitation services that meet customer needs and satisfaction.

The Authority has obtained approval to recruit staff on one year employment contracts. Accordingly, MANAWASA invites applications from suitably qualified Tanzanian citizens to fill the following vacant positions:

2.0 ENGINEER II (MECHANICAL) - 1 POST

2.1 Duties and Responsibilities

- i. Participate in the operation and maintenance of mechanical equipment and systems used in water production, treatment and distribution.
- ii. Diagnose, troubleshoot and analyse mechanical equipment failures and recommend appropriate corrective measures.
- iii. Design, install, test and maintain mechanical equipment used in water supply and sanitation operations.

- iv. Supervise and coordinate preventive and corrective maintenance of pumps, motors, valves, generators and other mechanical equipment.
- v. Review technical reports relating to mechanical equipment and conduct operational and maintenance audits to ensure compliance with applicable technical standards.
- vi. Provide technical recommendations on the selection, procurement, installation and commissioning of mechanical equipment for water supply and sanitation projects.
- vii. Investigate abnormal equipment failures and mechanical accidents and recommend measures to prevent recurrence.
- viii. Supervise, coordinate and monitor the operation and maintenance of mechanical equipment at water production and distribution facilities.
- ix. Participate in the preparation of budgets for mechanical equipment operation, maintenance and repairs.
- x. Collect technical data and prepare reports on the design, operation and maintenance of mechanical equipment.
- xi. Develop individual performance objectives, targets and standards in consultation with the immediate supervisor.
- xii. Perform any other related duties as may be assigned by the supervisor.

2.2 Qualifications and Experience

Applicants must hold Certificate of Secondary Education Examination (**CSEE**), (**ACSEE**) and **Bachelor's Degree in Mechanical Engineering** from a recognized institution and must be registered as a Graduate Engineer with the Engineers Registration Board (ERB).

2.3 Salary Scale: MANAWASA 5

3.0 ICT OFFICER II - 1 POST

3.1 Duties and Responsibilities

- i. Maintain, update and manage the Authority's databases and information systems.
- ii. Verify and update customer information in the customer master file to ensure accuracy and completeness.

- iii. Diagnose and resolve information and communication technology (ICT) problems reported by users of the Authority's information systems.
- iv. Monitor the use of ICT systems, including user identities, access privileges and system activities, and maintain appropriate records for audit and information security purposes.
- v. Maintain, troubleshoot and ensure the proper functioning of computers, printers, servers and other ICT hardware and peripherals.
- vi. Operate, monitor and maintain computer network servers and related infrastructure.
- vii. Monitor the processing of water bills to ensure that billing information accurately reflects customer details, water consumption and applicable water tariffs.
- viii. Support the security, integrity, availability and proper use of the Authority's ICT systems and data.
- ix. Identify opportunities to improve the efficiency and utilization of the Authority's ICT facilities and services.
- x. Prepare reports on ICT operations, incidents, maintenance and system performance.
- xi. Develop individual performance objectives, targets and standards in consultation with the immediate supervisor.
- xii. Perform any other related duties as may be assigned by the supervisor.

3.2 Qualifications and Experience

Applicants must hold Certificate of Secondary Education Examination (**CSEE**), **ACSEE** and **Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Information Systems, Information and Communication Technology, Management Information Systems** or another closely related ICT field from a recognized institution.

3.3 Salary Scale: MANAWASA 5

4.0 LABORATORY TECHNICIAN II - 1 POST

4.1 Duties and Responsibilities

- i. Collect and analyse water samples on a daily basis to determine water quality and establish appropriate water treatment requirements.

- ii. Conduct routine physical, chemical and bacteriological analyses of water and wastewater.
- iii. Monitor water and wastewater treatment processes to ensure compliance with applicable water quality standards.
- iv. Ensure that laboratory equipment is properly maintained, serviced and calibrated as required.
- v. Maintain accurate records of laboratory tests, analyses, results and investigations.
- vi. Prepare lists of laboratory chemicals, reagents and other consumables required for laboratory operations.
- vii. Ensure the proper handling, storage and use of laboratory chemicals, reagents and equipment.
- viii. Prepare periodic reports on laboratory activities and water quality results.
- ix. Observe laboratory safety procedures and maintain cleanliness and order in the laboratory.
- x. Develop individual performance objectives, targets and standards in consultation with the immediate supervisor.
- xi. Perform any other related duties as may be assigned by the supervisor.

4.2 Qualifications and Experience

Applicants must hold Certificate of Secondary Education Examination (**CSEE**) /**ACSEE** and **Ordinary Diploma (NTA Level 6)** or **Full Technician Certificate (FTC) in Water Laboratory Technology** or an equivalent qualification recognized by the relevant competent authority.

4.3 Salary Scale: MANAWASA 3

5.0 ARTISAN II - 9 POSTS

(Meter Readers / Plumbers II – 8 Posts, Laboratory Assistant II -1)

5.1 Duties and Responsibilities

- i. Inspect water distribution networks and report water leakages for timely corrective action.
- ii. Identify and report water losses, distribution faults and other irregularities, and recommend appropriate corrective measures.

- iii. Collect operational data and prepare periodic reports for submission to the immediate supervisor.
- iv. Identify and report possible contamination of the water distribution system, including contamination arising from customers' service connections.
- v. Read customer water meters accurately and record meter readings in accordance with the Authority's procedures.
- vi. Distribute water bills to customers as required.
- vii. Carry out water supply connections and disconnections as authorized by the Authority.
- viii. Inspect water meters and report damaged, defective, tampered-with or malfunctioning meters.
- ix. Undertake routine plumbing works, including repair and maintenance of water pipes, fittings, valves and service connections, as applicable to the assigned duties.
- x. Assist in identifying and resolving faults in the water distribution network.
- xi. Develop individual performance objectives, targets and standards in consultation with the immediate supervisor

Duties and Responsibilities for Laboratory Assistant II

- i. To perform water and waste water treatment processes.
- ii. To cleaning of laboratory apparatus;
- iii. To carry out water sample tests every day;
- iv. To carry out physical, chemical and bacteriological analysis of water and waste water.
- v. To ensure that equipment in the laboratory is in working order by requesting regular servicing and regular calibration.
- vi. To maintain proper records of laboratory investigations.
- vii. To prepare list of chemicals and reagents required for laboratory investigations.
- viii. To prepare periodical reports on laboratory activities
- ix. To develop individual performance objectives, targets and standards in consultation with the immediate superior as part of performance agreement; and Perform any other related duties as may be assigned by the supervisor.

5.2 Qualifications and Experience

For Meter Reading/ Plumbing (8 Posts): Applicants must have a Certificate of Secondary Education Examination (CSEE) and a recognized technical

certificate at NTA Level 4 or above in **Plumbing and Pipe Fitting, Water Supply Technology, or another relevant water supply technical field** or an equivalent plumbing qualification. Applicants should possess practical skills relevant to the duties of the respective positions.

For Laboratory assistant II (1 Post): Applicants must have a Certificate of Secondary Education Examination (CSEE) and a recognized technical certificate at **NTA Level 4 or above in Laboratory science and Technology** or an equivalent laboratory qualification. Applicants should possess practical skills relevant to the duties of the respective positions.

5.3 Salary Scale: MANAWASA 2

6.0 ARTISAN II (PUMP OPERATOR) - 6 POSTS

6.1 Duties and Responsibilities

- i. Operate water pumps in accordance with approved schedules and operating procedures to ensure the required quantity of water is pumped into storage tanks and the distribution system.
- ii. Monitor water levels in storage tanks and reservoirs and report any abnormal variations.
- iii. Carry out routine inspection, cleaning, servicing and basic maintenance of water pumps, dosing pumps, water filters, valves and associated equipment.
- iv. Monitor the availability of electricity and record power failures and other interruptions affecting pumping operations.
- v. Ensure that chlorine and other water treatment chemicals are dosed in accordance with prescribed procedures and applicable water quality standards.
- vi. Monitor pump performance and promptly report mechanical, electrical or operational faults to the responsible technical personnel.
- vii. Maintain operational records, including pumping hours, water levels, equipment performance and incidents.
- viii. Observe occupational health and safety requirements when operating pumping equipment and handling treatment chemicals.
- ix. Develop individual performance objectives, targets and standards in consultation with the immediate supervisor.
- x. Perform any other related duties as may be assigned by the supervisor.

6.2 Qualifications and Experience

Applicants must have a Certificate of Secondary Education Examination (CSEE) and a recognized technical certificate at **NTA Level 4 or above in Pump Mechanics, Mechanical Engineering (relevant technical certificate), Electronics, Domestic/Industrial electrical installation or any other related field relevant to pump operation and maintenance.**

6.3 Salary Scale: MANAWASA 2

7.0 DRIVER II - 2 POSTS

7.1 Duties and Responsibilities

- i. Drive the Authority's motor vehicles and other authorized vehicles in accordance with applicable traffic laws and regulations.
- ii. Ensure the safe custody and proper use of assigned vehicles, tools and accessories.
- iii. Inspect vehicles before and after journeys and report any defects, damage or mechanical faults.
- iv. Carry out minor vehicle maintenance and repairs within the scope of the driver's competence.
- v. Maintain and update vehicle logbooks, movement records, fuel records and other relevant documentation.
- vi. Ensure that assigned vehicles are kept clean and in good working condition.
- vii. Report accidents, mechanical breakdowns and other incidents involving assigned vehicles promptly to the supervisor.
- viii. Observe road safety requirements and ensure the safety of passengers and other road users.
- ix. Perform any other related duties as may be assigned by the supervisor.

7.2 Qualifications and Experience

Applicants must possess:

- i. A Certificate of Secondary Education Examination (CSEE) or Advanced Certificate of Secondary Education Examination (ACSEE).
- ii. An Advanced Driving Certificate Grade II from a recognized institution.

iii. A valid driving licence Class C,C1,C2,C3,E and capable of driving all types of motor vehicle, motor cycles and machines.

iv. A certificate in Motor Vehicle Mechanics from a recognized institution.

v. At least one (1) year of driving experience without causing a road traffic accident, supported by a satisfactory driving record.

7.3 Salary Scale: MANAWASA 2

8.0 GENERAL CONDITIONS

i. Applicants must be Tanzanian citizens and must not be above 45 years of age.

ii. Applicants must submit an updated Curriculum Vitae (CV) containing reliable contact details, postal address and postcode, email address and telephone numbers.

iii. Applicants must attach two (2) recent coloured passport size.

iv. Applicants must apply based on the qualifications and requirements specified for the respective position in this advertisement.

v. Applicants must attach certified copies of the following documents, as applicable:

- ✓ Academic certificates, including postgraduate, degree, advanced diploma, diploma and other relevant certificates;
- ✓ Academic transcripts for postgraduate, degree, advanced diploma and diploma qualifications, where applicable;
- ✓ Form IV and Form VI National Examination Certificates, where applicable;
- ✓ Birth certificate.
- ✓ National Identification Card (NIDA);
- ✓ Relevant professional registration certificates, license and other documents required for the position.

vi. The following documents shall not be accepted as substitutes for the required certificates:

- ✓ Form IV and Form VI results slips;
- ✓ Testimonials;
- ✓ Partial academic transcripts.

vii. Applicants who have retired from the Public Service for any reason are not eligible to apply.

- viii. Each applicant must provide details of three (3) reputable referees with reliable contact information.
- ix. Applicants holding foreign Ordinary or Advanced Level secondary education certificates must ensure that the certificates are verified by the National Examinations Council of Tanzania (NECTA), where applicable.
- x. Foreign academic and professional qualifications must be recognized or verified by the relevant Tanzanian authorities, including the Tanzania Commission for Universities (TCU), the National Council for Technical and Vocational Education and Training (NACTVET), the Engineers Registration Board (ERB), or other relevant professional regulatory bodies, as applicable.
- xi. Only shortlisted applicants will be contacted and informed of the interview arrangements.
- xii. Any applicant found to have submitted forged certificates or false information shall be subject to appropriate legal action.
- xiii. Successful applicants shall be employed on a **one (1) year contract basis**, subject to the terms and conditions of the respective employment contracts.
- xiv. Applicants must clearly indicate the position applied for on the application letter and envelope, where applicable.

9.0 MODE OF APPLICATION

All applications, accompanied by relevant supporting documents, should be addressed to:

Managing Director

Masai-Nachingwea Water Supply and Sanitation Authority (MANAWASA)
P.O. Box 133,
MASASI, TANZANIA.

Applications may be submitted through EMS/Post, email info@manawasa.go.tz, or hand delivered to the MANAWASA Head office in Masasi during official working hours.

The deadline of application shall be 10th November 2026 on 03:30 PM

Only applications meeting the stated qualifications and requirements will be considered.


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Kiula Makalla Kingu

MANAGING DIRECTOR – MANAWASA

