



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
**BUSINESS REGISTRATIONS AND LICENSING
AGENCY**



Ref. No JA.9/259/01/A/270

6th March 2023

**PUBLIC SERVICE RECRUITMENT SECRETARIAT
TEMPORARY VACANCIES**

On behalf of the Business Registrations and Licensing Agency (BRELA), the President's Office, Public Service Recruitment Secretariat invites competent, experienced highly organized and self-motivated persons to fill **fifty (50)** temporary vacant posts mentioned below:

INTRODUCTION

BRELA is a Government Executive Agency which was established under the Executive Agencies Act No. 30 of 1997 and published on the 8th October, 1999 through Government Notice No. 294. The Agency was officially inaugurated on the 3rd December 1999 to facilitate orderly conduct of business and provision of business regulatory services. The major functions of BRELA is to administer various business laws including the Companies Act Cap 212; Business Names Act Cap 213 R.E. 2002; Trade and Service Marks Act Cap 236 R.E 2002; Patents (Registration) Act Cap. 217 R.E. 2002; National Industries Registration and Licensing Act Cap. 46 R.E. 2002 and Business Licensing Act Cap. 208 R.E 2002. In addition, BRELA monitors the registered and licensed entities to ensure legal compliance and handles disputes resolution services in relation to Patents, Trade and Service Marks Registrations and removal proceedings.

1. (a) Position: Registration Assistant (25 - post)

(b) Duties and Responsibilities.

- i. To issue and record receipts;
- ii. To prepare daily and periodic revenue reports;

- iii. To prepare cash and cheque receipt transactions on daily basis;
- iv. To prepare Bank reconciliations statements regularly;
- v. To capture revenue into the system, post and perform necessary reconciliations;
- vi. To issue payment vouchers and forwards to signatories;
- vii. To maintain incoming invoice register;
- viii. To reconcile clearance and payable accounts;
- ix. To post and maintain all revenue and expenditure accounts;
- x. To review petty cash reimbursement;
- xi. To prepare regular clearance accounts reconciliations;
- xii. To prepare monthly Payroll;
- xiii. To check imprest and reimbursement;
- xiv. To provide inputs for preparation of periodic reports;
- xv. To provide inputs for development and review of policies and guidelines; and
- xvi. To perform any other duties as may be assigned by the superior from time to time.

(c) Qualifications and Experience:

Holder of Certificate of Secondary Education Examination plus Diploma in one of the following fields: Records Management, Business Administration, Law or equivalent qualifications from recognized institutions. Must be computer literate.

(d) Salary: BRELA 3.

2. (a) Position: Records Management Assistant II (25 post)

(b) Duties and Responsibilities.

- i. To prepare file register;
- ii. To receive in-coming mail and records them in relevant register;
- iii. To stamp in-coming mail;
- iv. To be custodian of all letters and all attached documents referred to;
- v. To send mail preview box to previewing officers;
- vi. To take daily notes of files in various offices to up-date the movement;
- vii. To proofread all outgoing letters and make advise for correction accordingly;
- viii. To make sure all letters are signed by relevant desk officers;
- ix. To circulate flimsy file to the authorized officer; and
- x. To perform any other official duties as may be assigned by the immediate Supervisor.

(c) Qualifications and Experience:

Holder of Certificate of Secondary Education Examination (CSEE) plus Diploma (NTA Level 6) in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions. The candidate must be computer literate.

(d) Salary: BRELA 3.

MODE OF APPLICATION

GENERAL CONDITIONS;

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service and where specified otherwise.
- ii. Applicants must attach an up to date curriculum Vitae (CV) having reliable contacts postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given by this advertisement;
- iv. Attaching copies of the following certificates is strictly not accepted;
 - Form IV and form VI results slips.
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Services should route their application letters through their respective employers.
- vi. Applicants who have/were retired from the public service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA) and National Council for Technical (NACTE);
- ix. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate in their application;

- xi. A signed application letter should be written either in Swahili or English and Addressed to Chief Executive Officer, Business Registrations and Licensing Agency (BRELA), P.O. Box 9393, Dar es Salaam.**
- xii. Deadline for application is 19th April, 2023;**
- xiii. Only shortlisted candidates will be informed on a date for interview;
- xiv. Presentation of forged certificates and other information will necessitate to legal action;
- xv. The employment will be done from the place of engagement.

NOTE: All applications must be Apply through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/and> not otherwise (This address also can be found at PSRS Website, click "Recruitment Portal").

SECRETARY PUBLIC SERVICE RECRUITMENT SECRETARIAT.