



# VACANCY ANNOUNCEMENT

## ACCOUNTS OFFICER II AND INFORMATION TECHNOLOGY OFFICER II

### 1.0 BACKGROUND INFORMATION

The Energy and Water Utilities Regulatory Authority – Consumer Consultative Council (EWURA CCC) is a Council established under Section 30 of the EWURA Act, Cap. 414 with the primary role of representing the interests of consumers of the regulated energy and water services in Mainland Tanzania.

EWURA CCC invites applications from suitably qualified, competent, and self-motivated Tanzanians to fill the following vacant posts:

### 2.0 ACCOUNTS OFFICER II (1 POST)

**Duty Station:** EWURA CCC Head Office – Dodoma

**Terms of Employment:** Permanent and Pensionable

#### Reporting Relationship

The Accounts Officer II will report to the Principal Accountant I

#### Duties and Responsibilities

- i. To prepare cash flows and costs;
- ii. To prepare bank reconciliation reports;
- iii. To prepare budgetary performance reports;
- iv. To design, develop, and review accounting strategies and policies of the Council;
- v. To prepare cheques, cash payments, and record all payments in the payment register for review by the Supervisor;
- vi. To perform any other related duties as may be assigned by the Supervisor.

#### Minimum Entry Qualifications

Holder of a Bachelor's Degree or an Advanced Diploma in Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance, or equivalent qualifications from recognized Institutions or an Intermediate Certificate (Module D) offered by NBAA.

### 3.0 INFORMATION TECHNOLOGY OFFICER II (1 POST)

**Duty Station:** EWURA CCC Head Office – Dodoma

**Terms of Employment:** Permanent and Pensionable

**Reporting Relationship:** The Information Technology Officer II will report to the Principal Information and Technology Officer I.

#### Duties and Responsibilities

- i. To advise on matters related to IT systems operations;
- ii. To support users on new and existing computer systems in line with Standard Operating Procedures;
- iii. To install and test hardware and software to ensure systems produce specified outputs;
- iv. To test for verification and validation of new or modified systems;
- v. To receive incidents from users, log and resolve them as per Standard Operating Procedures;
- vi. To maintain a database for IT incidents reported and detected;
- vii. To provide inputs in the preparation of unit performance reports;
- viii. To carry out any other official duties as may be assigned by the Supervisor.

#### Minimum Entry Qualifications

Holder of Bachelor's Degree in Computer Science, Computer Engineering, Information Technology, Information Systems, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions.

Possession of a postgraduate degree, and knowledge of social media management will be an added advantage.

### 4.0 MODE OF APPLICATION

Interested and qualified candidates should submit:

- Hand written application letter;
- Certified copies of academic and professional certificates;
- A detailed Curriculum Vitae (CV);
- One recent passport-size photograph;
- Names and contacts of three (3) referees.

Applications must reach the below address not later than **30<sup>th</sup> March 2026**.

Only shortlisted candidates will be contacted.

EWURA CCC is an equal opportunity employer and encourages both men and women to apply.

Applications should be clearly marked with the title of the post applied for and addressed to:

The Executive Secretary,  
EWURA CCC,  
P.O. Box 772 DODOMA,  
Email: [ewuracc.recruitment@gmail.com](mailto:ewuracc.recruitment@gmail.com)