



The Tanzania Football Federation (TFF), established in 1945 is the football administrative and controlling body throughout the territory for Tanzania Mainland; and protects the interest of its members.

Tanzania Football Federation has completed construction of Technical Sports Centres at Kigogo- Kisarawe II in Kigamboni Municipality and Mnyanjani in Tanga City. The centres are ready for use and now the Federation invites qualified Tanzanians to fill the two (2) vacant posts, one (1) for Kigamboni and one (1) for Tanga as mentioned below;

1. JOB TITLE: ESTATE MANAGER – 2 POSTS

DUTIES AND RESPONSIBILITIES

- Responsible for preparing plans and budgets for the estate management activities;
- Advising on all estate works pertaining to the maintenance of buildings, infrastructure, internal and external built areas, as well as keeping the pitches(natural and artificial)and sports grounds;
- Responsible for whole site maintenance, repairs, soft services, security, assets and facility management.
- Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds, security and ensuring the proper use of all tools and equipment of the Sports Centre;
- Initiate and prepare all required refurbishment, and maintenance of facilities, infrastructure, and buildings;
- Ensure the environments and facilities of the Technical Sports Centre including Equipment, machinery, utilities, buildings and landscape are neatly well kept;
- Ensure all properties of the Technical Sports Centre are registered and relevant property documents are properly kept;
- Prepare and submit to the General Secretary periodic reports of the Centre; and
- Performs other duties assigned by General Secretary.

QUALIFICATION AND EXPERIENCE

At least degree either in Civil Engineering, Architecture, Building Economics, Industrial Management, Real Estate or Quantity Surveying plus the working experience of at least five(5)years of which two(2)years should be in Managerial Position.

GENERAL CONDITIONS

- All applicants must be Citizens of Tanzania and not more than 35 years of age
- Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- Applicants should apply on the strength of the information given in this advertisement;
- Applicants must attach their certified copies of the following certificates; Postgraduate/Degree/Advanced Diploma/Diploma/Certificate s; Postgraduate/Degree/Advanced Diploma/Diploma transcripts; Form IV and Form VI National Examination Certificates; Birth certificate.
- Attaching copies of the following certificates is strictly not accepted Form IV and form VI results slip; Testimonials and all Partial transcripts.
- Applicants employed in the Public Service should route their application letters through their respective employers;
- Applicants should indicate three reputable referees with their reliable contacts;
- 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 Education (NACTE);
- Certificates from foreign Universities should be verified by The Tanzania Commission for Universities(TCU);
- Applicants with special needs/case (disability) are supposed/advised to indicate;

A signed application letters should be written either in Swahili or English and Addressed to:

General Secretary,
Tanzania Football Federation, Karume Memorial Stadium, Uhuru Street/
Shaurimoyo Rd,
P.O. Box 1574, Dar es Salaam.

- Deadline for application is Friday **18th November, 2022 at 10:00 a.m.** and interested applicants may send their applications by courier to the above-named address.
- Information will only be to short-listed applicants on a date for interview;
- Any forged certificates presentation and other information will impose the applicant to legal actions;

2. JOB TITTLE: MANAGER- PROCUREMENT MANAGEMENT: (ONE POST)

Job Ref.No: TFF/ADMIN/2022/01/86

The Tanzania Football Federation (TFF), established in 1945 is the football administrative and controlling body throughout the territory for Tanzania Mainland; and protects the interest of its members. TFF has the following vacancy for which suitably qualified Tanzanian are invited to apply.

Post Title: Manager- Procurement Management

Duty Station: TFF, Dar es Salaam.

Reporting to: General Secretary

Manager-Procurement Management will be responsible for ensuring efficiency and timely performance of procurement functions in the Federation.

Duties and Responsibilities:

- To plan and coordinate preparation and implementation of Annual Procurement and disposal plans.
- To coordinate preparation and review of periodic reports for Tenders.
- To ensure Procurement conformity with the TFF regulations and guidelines.
- To coordinate, review and evaluate procurement requirements and recommend appropriate alternative procedures.
- To plan, prepare and review tender bidding documents.
- To undertake review, quality-check and clear tender evaluation reports.
- To validate authenticity of payment certificates and invoices.
- To coordinate development and review of policies relevant to procurement function.
- To coordinate and prepare periodic unit performance reports.
- To supervise and guide subordinates.
- To undertake any other related duties as may be assigned by the superiors.

Academic Qualifications and Experience

The ideal candidate for this position should have the following qualifications and experience:

- Possession of at least Bachelor's Degree in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management,

Logistics Management or equivalent qualifications from recognized institutions.

- Working experience of at least Five(5)years in related field.
- Must also be a holder of Certified Procurement and Supplies Professional (CPSP) or its equivalent and is registered by PSPTB in the Category of Authorized Procurement and Supplies Professional.
- Knowledge and Competence in Information and Communications Technology (ICT) application.

Terms of Service

Contract of two years renewable subject to performance.

Remuneration

TFF which offers competitive remuneration. The remuneration is subjected to normal taxation and other statutory deduction.

How to apply:

All suitably qualified candidates should send a resume and cover letter together with certificates, transcripts, and names and address of three referees to the following Address:

General Secretary,
Tanzania Football Federation,
P.O. Box 1574, 12101/2
Dar es Salaam.

Deadline for submission will be on Wednesday 09/11/2022 at 10:00 a.m.