



FAIR COMPETITION COMMISSION



CAREER OPPORTUNITIES

The Fair Competition Commission is an independent Government Body established under the Fair Competition Act, 2003 (No. 8 of 2003) to promote and protect effective competition in trade and commerce and to protect consumer from unfair and misleading market conduct. The ultimate goal of the Act is to increase efficiency in the production, distribution and supply of goods and services. The Fair Competition Commission (FCC) now invites applications from suitably qualified candidates to fill the post identified below;

DIRECTOR OF CORPORATE AFFAIRS - FCC/DCA012/2017

i) Reports to: Director General

ii) Supervises:

- Head of Human Resources & Administration,
- Head of Finance and Accounts,
- Head of Information Systems and Services,
- Head of Planning.

iii) Direct entry qualifications

- Holder of Master's Degree in the field of Management, Finance, Business Administration or Law from any recognized university, with at least 10 years experience in the Relevant Field. Possession of computer knowledge is an added advantage

Other requirements:

- Be able to perform the functions and duties competently and honestly;

- Demonstrate a high standard of professional competence and managerial ability.

v) Key Duties and Responsibilities:

The Director of Corporate Affairs will be responsible for the management of the internal affairs of the Commission specifically on accounting, finance, planning, and budgeting, human resources, administration and information technology. In particular, s/he will be responsible for:-

- (a) Advising the Director General on all financial matters, planning, human resource management and the general administration of the Commission;
- (b) Ensuring that human resource and administrative systems and procedures are in place and implemented;
- (c) Assisting the Director General in formulating Commission's Strategic and annual work plans and budgets and preparation of the Annual Report;
- (d) Ensuring that operations of the Commission are carried out according to agreed plans and budgets and preparing monthly, quarterly, semi-annual and annual M & E reports ;
- (e) Ensuring prudential use and management of the Commission's resources and assets, and maintaining their proper records;
- (f) Ensuring that Commission's financial regulations, policies, and procedures are adhered to;
- (g) Providing policy direction to the Head of Human Resources and Administration and ensuring that the personnel and administration systems used are appropriate given the functions and status of the Commission;
- (h) Providing policy direction to the Head of Finance on Accounts and ensuring that the financial and accounting systems used

are appropriate given the functions and status of the Commission;

- (i) Overseeing all Commission's activities in relations to information systems and library.
- (j) Providing policy direction to the Head of Information Systems and Services and ensuring that the information system and library services used are appropriate given the functions and status of the commission;
- (k) Ensuring office security systems and policy is in place and implemented;
- (l) Ensuring effective co-ordination between Departments;
- (m) Preparing annual, monthly and weekly work plans for the Division as a whole and to each staff member in the Division;
- (n) Ensuring efficient allocation of resources in the Division;
- (o) Monitoring the performance of the directorate against agreed performance targets.
- (p) Performing any other duties as assigned by the Director General from time to time.

vi) Salary Scale - FCCGSS 12

MODE OF APPLICATION

1. Application letter supported by curriculum vitae, academic certificates and testimonials should be submitted to the FCC Office;
2. Each application letter should quote the reference numbers of the post applied for;
3. Each applicant should indicate in the application letter his/her **current position** and **cheque number**;
4. Deadline for submission; **Not more than 14 calendar days after the placement of this advertisement.**

NB: Applicants should take note that, according to the Fair Competition Act, No. 8 of 2003, the final outcomes will be based on competitive selection process. The shortlisted candidates will therefore be subjected to a series of formal interviews before the final selection is made.

DIRECTOR GENERAL
FAIR COMPETITION COMMISSION
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