



UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND PLANNING
GAMING BOARD OF TANZANIA



VACANCIES

Gaming Board of Tanzania is a regulatory body established under the Gaming Act No. 4 of 2003. Its main functions are to oversee, monitor, and regulate the conduct of gaming activities in Tanzania.

The Board is seeking to recruit qualified and competent Tanzanians for the following posts:

1. SECRETARY 1 POST

Qualifications:

- Holder of Certificate of Secondary Education Examinations(CSEE) or equivalent with passes in English and Kiswahili
- Successfully completed secretarial course at a recognized institution by relevant authority with typing speed of 50WPM and shorthand speed of 100
- Should be conversant with computer application packages.

Duties:

1. Undertake typing of letters, Minutes, Circulars, Licences and other reports required for the day to day running of the Board affairs
2. Maintains diary of appointments for executives and inform or remind them of such appointments
3. Receive telephone calls and book outgoing telephones as required
4. Take dictations and transcribe accordingly
5. Ensure cleanliness of her/his office
6. Files and index office documents and correspondences
7. Handle incoming mails for personal attention of the relevant executive and distribute the same
8. Follows up outstanding correspondences.
9. Receive visitors, ascertain the nature of their business and relay information to the executive concerned.
10. Keep classified documents and information in confidence
11. To do other relevant duties as may be assigned by supervisor.

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2. GAMING INSPECTORS (4 POSTS)

ENTRY QUALIFICATIONS

Holder of first degree in Gaming, Accounting, Finance, Business Administration, Information Systems, or related qualifications.

DUTIES

- 1) Conducts periodic inspection of licensed operations to assess compliance with the gaming legislation.
- 2) Conduct inspections of prospective gaming premises to determine suitability for gaming operations.
- 3) Prepare timely inspection reports on inspected gaming licensees.
- 4) Conducts verification on the accuracy of all returns received by the Board from gaming operators.
- 5) Conducts supervision of gaming draws to ensure compliance with the gaming legislation or Guidelines issued by the Board.
- 6) Conduct periodic reconciliation of information and data on the conduct and outcome of lottery operations.
- 7) Develops and maintains database of gaming devices and other relevant information.
- 8) Monitors performance of licensees and their compliance with gaming legislation.
- 9) Undertakes any other relevant duties as may be assigned by supervisors from time to time.

3. INTERNAL AUDITOR (1 POST)

ENTRY QUALIFICATION

Holder of a Bachelor Degree in Accounting, Finance, and Information Systems, Knowledge of ACL Data Analytics is Mandatory.

DUTIES

- 1) To assess impact of audit control and risk management environment
- 2) To prepare reports on different topics in audit as instructed
- 3) To prepare working papers
- 4) To manage and keep audit files and other relevant information
- 5) To provide support in the undertakings of all audit functions
- 6) To undertake any other duties as assigned by the supervisor

3. ACCOUNTS ASSISTANT- (1)

ENTRY QUALIFICATIONS

Holder of ATEC or equivalent qualifications.

DUTIES

- 1) Prepares Cash Book
- 2) Prepares Bank Reconciliation statements
- 3) Keeps in safe custody cash and cheques received
- 4) Maintains and post various subsidiary ledgers
- 5) Receive and keep in proper custody invoices and other claims
- 6) Prepares adjusting Journal Vouchers
- 7) Prepares Payment Vouchers
- 8) Receives and pays out cash and cheques
- 9) Prepares payroll
- 10) Performs other relevant duties as may be assigned by supervisor.

4. ASSISTANT ACCOUNTANT – (1 POST)

ENTRY QUALIFICATIONS

Qualifications:

- Holders of Bachelor Degree in Accounting or equivalent qualifications from a recognized institution.
- Holder of CPA Professional module E is an added advantage
- Must be computer literate but knowledge on accounting packages will have added advantage.

DUTIES

1. Posts ledger entries
2. Prepares Trial Balance.
3. Collects and analyses data for building up into reports
4. Prepares weekly Revenue and Expenditure summaries
5. Maintains and updates Fixed Assets Register.
6. Maintains Ledger Journals, Cash Books and other accounting records
7. Reconciling control accounts with subsidiary ledgers
8. Prepares Bank Reconciliation statements
9. Performs other relevant duties as may be assigned by supervisor.

5. RECORDS MANAGEMENT ASSISTANT- (1 POST)

ENTRY QUALIFICATIONS

Holder of Certificate of Secondary Education (CSE) or Advanced Certificate of Secondary Education Examination (ACSE) with passes in English and Kiswahili and a Diploma in Records Management from any recognised institution.

DUTIES

- 1) Administering and monitoring movement of files in and out of the registry.
- 2) Keeps file records.
- 3) Filing correspondences
- 4) Identifies and retrieves information held within records.
- 5) Carries out general record management activities.
- 6) Opening new files and closing files which have no capacity to carry more documents.
- 7) Keeps safe custody of files and classified documents Any other relevant duties as may be assigned by Supervisor

6. RECEPTIONIST- (1 POST)

ENTRY QUALIFICATIONS

Holder of Certificate of Secondary Education Examination with passes in English and Kiswahili, demonstrated ability to speak and write formal English, polite attitude, Good time Management skills, Receptionist Certificate and ability to operate modern switch Boards, plus at least a Certificate in customer relations management.

DUTIES

- 1) Receives visitors, ascertain nature of their business and guide them to respective offices.
- 2) Operates switch Board.
- 3) Maintains register of all outgoing calls, indicating the originating extension and the calling Officer.
- 4) Handling queries and complaints via phone, email and general correspondence
- 5) Taking and ensuring messages are passed to the appropriate staff member on a timely basis
- 6) Any other relevant duties as may be assigned by supervisor.

7. MOTOR VEHICLE DRIVER – (2 POSTS)

ENTRY QUALIFICATIONS

Holder of Certificate of Secondary Education Examination; Class C Driving Licence and Trade Test Grade III plus driving experience of not less than three years. VIP drivers Certificate will be an added advantage.

DUTIES

- 1) Drives Board's vehicles.
- 2) Ensures that the vehicle assigned to him/her is maintained, serviced regularly, kept clean and parked at a safe place.
- 3) Reports any defects in the vehicle assigned to him/her.
- 4) Attends to any minor mechanic fault and report promptly on any detected fault.
- 5) Undertakes routine checks on the vehicle and ensure that it is serviced
- 6) Sending vehicle for service when due.
- 7) Maintains a logbook and record all movements of Board's vehicles as instructed.
- 8) Dispatches outgoing mails and other documents.
- 9) Performs other duties as may be assigned by Supervisor.

Mode of Application

Interested candidates should apply in confidence to the below address enclosing:-

- Detailed Curriculum Vitae
- Two recent passport size photographs
- Certified copies of relevant academic and professional certificates
- Names and addresses of three referees.

The deadline for receiving applications is 8th March 2019 at 16:00 HRS

All applications should be posted to the following address:

Director General
Gaming Board of Tanzania
P.O. Box 1717
Dar es Salaam.