



## WATUMISHI HOUSING COMPANY

“Dhamana ya Uwekezaji katika Nyumba”



Fourth Floor Golden Jubilee Towers, 7 Ohio Street  
P.O. Box 5119, 11481 Dar es Salaam, Tanzania

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*Be part of a long lasting legacy*

### EMPLOYMENT OPPORTUNITY

Watumishi Housing Company (WHC) is a public entity responsible for the implementation of the Public Servants Housing Scheme (PSHS) and management of the WHC Real Estate Investment Trust (WHC-REIT). Shareholders of WHC and the financiers of the PSHS are National Social Security Fund (NSSF), PPF Pensions Fund (PPF), Public Service Pensions Fund (PSPF), LAPF Pensions Fund (LAPF), Government Employees Provident Fund (GEPF), National Health Insurance Fund (NHIF) and National Housing Corporation (NHC). In order to implement its objectives, WHC would like to invite suitably qualified Tanzanians to join its lean, entrepreneurial and dynamic team by filling the following vacancies:

#### OFFICE OF THE CHIEF EXECUTIVE OFFICER

##### 1. Procurement Officer – One Post

- a) **Duty Station:** WHC Head Office Dar es Salaam
- b) **Reporting to:** Senior/Principal Procurement Officer
- c) **Salary Grade:** 6

Procurement Officer will provide support to the Senior Procurement Officer and Head of Procurement Management Unit (PMU) to perform all procurement activities in accordance with the requirement of the law

##### d) Specific Duties and Responsibilities

- i) To provide support in coordinating procurement plans across the Authority.
- ii) To attend to inquiries from bidders and suppliers
- iii) To assist the Secretary to the Tender Board in preparing agenda for Tender Board meetings.
- iv) To maintain registers of all procurement and supply contracts
- v) To participate in tender evaluation.
- vi) To prepare compliance reports for submission to the Public Procurement Regulatory Authority.
- vii) To prepare contract documents.

- viii) To provide support in review and evaluate procurement requirements and recommend appropriate alternative procedures.
- ix) To provide support to preparation, coordination and implementation of Annual Procurement and disposal plans
- x) To provide support in coordinate preparing tender bidding documents.
- xi) To provide support in conducting training in procurement and contract management.
- xii) To effectively supervise and guide staff member(s) reporting to the job position.
- xiii) To undertake any other related duties as assigned by the supervisor from time to time.

**e) Academic Qualifications and Experience**

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

- i) Bachelor Degree or equivalent qualifications in Materials Management, Procurement Management, Engineering, Architecture, Law, Quantity Surveying or any related fields with proven specialization or coverage in procurement;
- ii) Must have completed and passed Advanced Certificate of Secondary Education (ACSE) examination;
- iii) Must possess a recognized professional qualification such as Certified Procurement and Supplies Professional (CPSP);
- iv) Must be registered by appropriate Professional Bodies;
- v) Knowledge and Competence in Information and Communications Technology (ICT) applications;
- vi) Not less than three (3) years work experience in relevant field in a reputable institution(s); and
- vii) Demonstrate high standards of conduct and ethics.

**OPERATIONS DEPARTMENT**

**2. Senior Estate Officer – One Post**

- a) **Duty Station:** WHC Head Office Dar es Salaam
- b) **Reporting to:** Chief Operations Officer
- c) **Salary Grade:** 5

Senior Estate Officer will have responsibility of managing daily operations at WHC properties. Tasks include maintaining property, rentals, marketing and filling vacant spaces, screening prospective tenants/buyers, enforcing leases and securing premises.

**d) Specific Duties and Responsibilities**

- i) Advertise Lettable spaces and negotiate lease terms.
- ii) Perform tenant/buyers screenings.
- iii) Act as liaison between tenants and property owners.
- iv) Collect rent on a monthly basis and handle late payments in a timely manner.
- v) Maintain property by addressing tenant complaints, completing repairs, contracting landscaping and snow removal companies and enforcing rules of occupancy.
- vi) Coordinate all maintenance works of the buildings with maintenance team/contractor(s) to ensure minimum disruption to core activities in the buildings
- vii) Follows up auctioned properties to cover rent and other costs.
- viii) Represents the WHC on valuation issues.
- ix) Reviews standard rents in view of rising costs of maintenance, taxes and administration.
- x) Property Ownership Administration that include securing Unit Titles/Titles deeds.
- xi) Custodian of WHC assets records which include, Registers, Titles Deeds, Estate Maps, Statutes related to land and WHC and other legal documents
- xii) Handle property ownership matters like disputes resolution on plot boundaries, court cases, ownership claims, etc.
- xiii) Liaise with Legal Unit for issues concerning disputes, court cases and compensation.
- xiv) Participate in the preparing the budget to ensure facilities maintenance team gets adequate funds for its operation
- xv) Undertake any other related duties as may be assigned by the Chief Operations Officer.

**e) Academic Qualifications and Experience**

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

- i) Bachelor Degree in Real Estate Property Management, Bsc Land Valuation Management or equivalent qualifications from a recognized higher learning Institutions.
- ii) Masters Degree or Postgraduate Diploma in any field. Masters Degree with Majors in Real Estate Property Management and evaluation will be an added advantage.
- iii) Must be registered with professional Board.
- iv) Knowledge and Competence in Information and Communications Technology (ICT) applications; and
- v) Not less than three (3) years relevant work experience in property management out of which two (2) years must be in senior position.

### **3. Land Surveyor – One Post**

- a) **Duty Station:** WHC Head Office Dar es Salaam
- b) **Reporting to:** Chief Operations Officer
- c) **Salary Grade:** 6

Land Surveyor will be responsible for provision land survey information for engineering, mapmaking, mining, land evaluation, construction, and other purposes.

#### **d) Specific Duties and Responsibilities:**

- i) Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- ii) Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- iii) Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.
- iv) Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.
- v) Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- vi) Coordinate findings with the work of engineering and architectural personnel, clients, and others concerned with projects.
- vii) Ensure surveying instruments and equipments are safely kept and maintained.
- viii) Establish fixed points for use in making maps, using geodetic and engineering instruments.
- ix) Train assistants and helpers, and direct their work in such activities as performing surveys or drafting maps.
- x) Analyse survey objectives and specifications in order to prepare survey proposals or to direct others in survey proposal preparation.
- xi) Compute geodetic measurements and interpret survey data in order to determine positions, shapes, and elevations of geomorphic and topographic features.
- xii) Conduct research in surveying and mapping methods, using knowledge of techniques of photogrammetric map compilation and electronic data processing.
- xiii) Analysing information thoroughly before it is handled over to other professionals,
- xiv) Devising various methods to resolve practical planning and development surveys.
- xv) Undertake any other related duties as may be assigned by the Chief Operations Officer.

### **e) Academic Qualifications and Experience**

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

- i) Bachelor's degree in land surveying, mapping or geomatics or equivalent qualifications from a recognised university.
- ii) Must be registered with professional Board.
- iii) Knowledge and Competence in Information and Communications Technology (ICT) applications; and
- iv) Not less than three (3) years relevant work experience in land management in reputable institutions.

### **PERSONAL ATTRIBUTES**

In addition to the above skills and qualifications, applicants for the above positions are required to have the following attributes:

- i) A very high level of integrity, honesty and sense of responsibility;
- ii) Ability to work under pressure and produce expected results;
- iii) Ability to work in a lean and dynamic team;
- iv) Ability to self manage, achieve results and meet deadlines; and
- v) Willingness to work beyond the call of duty.

### **TENURE AND REMUNERATION**

A competitive salary will be offered to the right candidates for the posts. WHC is an equal opportunity employer. Staff will be employed on **three (3) years** contracts that are renewable upon satisfactory performance.

### **MODE OF APPLICATION**

Application letter with Curriculum Vitae (CV) including e-mail address or daytime contact telephone number, together with photocopies of certificates and names and contacts of two referees should be addressed to reach the under-mentioned by **16<sup>th</sup> February 2018**.

Only short-listed candidates meeting the above criteria will be invited for interview. Lobbying and canvassing for employment will not be entertained and may work to the candidate's disadvantage.

Application letter should be sent through the address shown below:

**The Chief Executive Officer,  
Watumishi Housing Company,  
4<sup>th</sup> Floor Golden Jubilee Towers,  
7 Ohio Street/ Kibo Street,  
P.O. Box 5119,  
11481 Dar es Salaam.**

