

ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD

(Under Act No.4 of 2010)



EMPLOYMENT OPPORTUNITIES

Architects and Quantity Surveyors Registration Board is a government institution enforcing Architects and Quantity Surveyors (Registration) Act No.4 of 2010; among its function is to register and regulate conduct of Architects, Quantity Surveyors, Allied Professionals and their practicing firms.

1.0 REGISTRAR (1 POST):

The Registrar reports to the Board of Directors.

1.2 MAIN DUTIES AND RESPONSIBILITIES:

- (i) To be the Accounting Officer of the Board;
- (ii) To prepare and submit relevant reports, budget appointment and development plans of the Board;
- (iii) Provide overall management and optimal utilization of financial and human resources of the Board;
- (iv) To monitor and implement the programmes policies, procedures for efficient running of the Board;
- (v) To ensure the preparation of draft policies and procedures for approval by the Board;
- (vi) To promote good relationship with the Government and other organizations within and outside Tanzania;
- (vii) To be custodian of all documents of the Board including safe keeping official seal, contracts and other confidential documents of the Board;
- (viii) To supervise and monitor day to day operations of the Board;
- (ix) To act as Secretary to the Board of Directors, and
- (x) To perform any other duties as assigned by the Board.

1.3 QUALIFICATIONS AND EXPERIENCE:

- (i) Holder of a basic University Degree or equivalent qualification in either Architecture or Quantity Surveying,
- (ii) Must be registered with Architects and Quantity Surveyors Registration Board,
- (iii) Must have seven years working experience in the relevant field with five years in managerial position.

1.4 GENERAL TERMS AND CONDITIONS OF SERVICE:

Successful Candidate will be employed on **contract basis** for a term of **five** years.

1.5 RENUMERATION:

The Successful Candidate will be offered competitive remunerations according to the Board's remuneration scheme.

1.6 MODE OF APPLICATION:

Eligible persons are requested to submit their handwritten applications to the undersigned **on or before 20th February 2018 at 4.00 p.m.** in sealed envelope marked '**application for employment as Registrar**' including **certified** copies of academic and professional certificates, transcripts and signed current curriculum vitae, with names and contact addresses of three informed referees.

Board Chairman,
Architects & Quantity Surveyors Registration Board,
P. O. Box 72673, TEL: 2110292, Fax 2117535, TETEX H'SE PAMBA RD. 2ND FLOOR, DSM.
E-mail: info@aqrb.go.tz Website: www.aqrb.go.tz,

2.0 ASSISTANT REGISTRAR, FINANCE AND ADMINISTRATION DEPARTMENT (1 POST):

Report to the Registrar.

2.1 QUALIFICATIONS:

Holder of a basic University degree or equivalent in Finance or Accountancy and a holder of CPA (T) or ACCA with five years experience and registered with relevant Professional Board.

2.2 DUTIES AND RESPONSIBILITIES:

- (i) To formulate and supervise the implementation of Human Resource Plan and preparation of Human Resource and Financial Reports;
- (ii) To coordinate and supervise the administrative activities of the Board;
- (iii) To ensure the preparation of the development, other charges and personnel emolument budgets;
- (iv) To develop policies and procedures governing financial management in Board;
- (v) To conduct performance appraisal for staff in the Department;
- (vi) To liaise with Banks and other sources of capital Monies in matters relating to provision of funds required by the Board;
- (vii) To be responsible for establishing and maintaining internal control procedures to safeguard the Board assets;
- (viii) To ensure that policy matters related to workers social services, human resource development, wages and salaries, benefits and other schemes are implemented accordingly;
- (ix) To ensure that audit queries are attended to and correct measures are taken;
- (x) To ensure that Board Accounts are Audited annually;
- (xi) To supervise the preparation of Strategic Plan;
- (xii) To supervise the collections and transfers of revenues; and
- (xiii) To perform any other related duties as may be assigned by the Registrar.

2.3 SALARY SCALE: As per the Scheme of Service of the Board.

2.4 MODE OF APPLICATION:

Eligible persons are requested to submit their handwritten applications to the undersigned **on or before 20th February 2018 at 4.00 p.m.** in sealed envelope marked '**application for employment as an Assistant Registrar Finance and Administration Department**', including **certified** copies of academic and professional certificates, transcripts and signed current curriculum vitae, with names and contact addresses of three informed referees.

3.0 OFFICE MANAGEMENT SECRETARY (1 POST):

Report to Assistant Registrar, Finance and Administration.

3.1 QUALIFICATIONS:

Holder of Form IV certificate or Form VI with principal passes in English and Kiswahili with credit passes in Kiswahili and English, plus 100/120 w.p.m. shorthand in English or Kiswahili and 50 w.p.m. typing, tabulation and manuscript stage III, secretarial duties and office procedure stage II and has completed advanced computer course from a recognized institution. Also should have diploma in relevant field with working experience of not less than three years in a similar position.

3.2 DUTIES AND RESPONSIBILITIES:

- (i) Types all material as directed
- (ii) Co-ordinates all office needs and requirements,
- (iii) Receives and distributes letters to respective officials;
- (iv) Keeps minutes/ records of meetings.
- (v) Arranges appointments and attends meeting where necessary and writes minutes;
- (vi) Receives telephone calls and take messages
- (vii) Handles travel arrangement on duty for senior officers and other members of the unit/department
- (viii) Ensures expedient, accurate and clean execution of duties
- (ix) Ensures that copies of letters are filed in relevant files
- (x) Types confidential letters, minutes, circulars, certificates charts and stencils
- (xi) Ensuring cleanliness of the office(s) she works and those of the officers he/she works with
- (xii) Takes proper care of facilities and equipment under her charge.

3.3 SALARY SCALE: As per the Scheme of Service of the Board.

3.4 MODE OF APPLICATION:

Eligible persons are requested to submit their handwritten applications to the undersigned **on or before 20th February 2018 at 4.00 p.m.** in sealed envelope marked '**application for employment as Office Management Secretary**' including **certified** copies of academic and professional certificates, transcripts and signed current curriculum vitae, with names and contact addresses of three informed referees.

Registrar,
Architects & Quantity Surveyors Registration Board,
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