THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No. JA.9/259/01/65 **17th November, 2026**

VACANCY ANNOUNCEMENT

1.0 BACKGROUND INFORMATION

On behalf of Tanzania Posts Corporation (TPC), Public Service Recruitment Secretariat invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill one (1) vacant post of Manager- Electronic Business Section.

2.0 TANZANIA POSTS CORPORATION (TPC)

Tanzania Posts Corporation (TPC) was established by the Act of Parliament No.19 of 1993 and became operational on 1st January 1994 after the dissolution of the Tanzania Posts and Telecommunications Corporation by the end of December 1993. TPC, the country's only Public Postal Operator, is in the business of providing affordable, efficient and effective Universal Postal Services to all locations and people throughout the country.

The Corporation conducts its business within the framework of the National Postal Policy, Legislation governing Parastatals. Organizations, nationality and provisions set out in the license issued by the Tanzania Communications Regulatory Authority (TCRA) and the Universal Postal Union (UPU) conventions as ratified by the Government of the United Republic of Tanzania. The functions of the TPC includes: -

i. To provide a national postal service within the United Republic of Tanzania and between places outside the United Republic;

ii. To meet the industrial, commercial, social and household need of the nation for comprehensive and efficient postal services and so far as the Corporation consider reasonably practicable to satisfy all reasonable demands for such services throughout the United Republic of Tanzania;

iii. To provide services by which money may be remitted (whether by means of money orders, postal orders on otherwise) as the Corporation may think fit; and

iv. To provide counter services for the corporations own and government business and provided that they are compatible with those services and with other principal objects set out in the legislation which established the corporation.

POST	Manager – Electronic Business Section
EMPLOYER	Tanzania Posts Corporation
APPOINTED BY	Postmaster General
REPORTS TO	Director of e-Business, Financial and Agency
SUPERVISES	Staff under the Section
KEY COMPTENCES/ ATRIBUTES	i. High level of integrity and honesty; ii. Excellent analytical skills, iii. Fluent in English and Kiswahili, iv. Ability to work within a team, independently and to interact with superiors, peers and subordinates; and v. Good understanding of Public Service Code of Conduct and Ethics.
DUTIES AND RESPONSIBILITIES	i. To be responsible with driving top line for the e-commerce channel through majority of sources minus Search Engine Marketing, (SEM) & Organic. ii. To tie up with online distributors and drive top line Engage with the Call Centre to drive sales and Issuance for the entire channel iii. To be responsible with enhancement of the platform and process from time to time to maintain an excellent user experience

	iv. To be chief custodian to the process note and bring necessary changes from time to time v. To manage attribution of sale between sources in a complaint manner vi. To optimize landing pages and user funnels Experience with A/B and multivariate experiments vii. To liaise with E-Business services vendors/ partners (Net smart, SAGE PESTEL, Selcom, TTCL, MNOs) for planning, deployment and maintenance of payment system, other e-channels deliveries viii. To analyze customers' usage of E-Business services products, working with marketing & business development and Strategy & Planning directorates to increase usage of E-Business services channels as well as improve user-friendliness of the products. ix. To manage technical implementations of E-Business services projects, which involve programming, procurement, deployment, maintenance, troubleshooting, education, User acceptance testing, risk assessments/ mitigation and emergency response; and x. To perform any other duty assigned by Director of Operation.
QUALIFICATIONS	Holder of Master Degree or Postgraduate Diploma in Telecommunications, Information Technology, Computer Engineering, Computer Science, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management, Business Management or equivalent qualifications from a recognized institution.
EXPERIENCE	He/she must have least working experience of 8 years and must be at senior position.

AGE LIMIT	45 years except for those who are in Public Service.
TERMS OF EMPLOYMENT	Permanent and Pensionable
REMUNERATION	According to the approved TPC scale. TPCSS 11
APPLICATION TIME LINE	Fourteen days (14) days from the date of the advertisement.

GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania with an age not above **45** years of age except for those who are in Public Service;

ii. Applicants with disabilities are encouraged to apply and should indicate in the portal for Public Service Recruitment Secretariat attention;

iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;

iv. Applicants should apply on the strength of the information given in this advertisement;

v. Applicants must attach their certified copies of the following certificates: -

- Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
- Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
- Form IV and Form VI National Examination Certificates;
- **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
- Birth certificate;

vi. Attaching copies of the following certificates is strictly not accepted: -

- Form IV and form VI results slips;
- Testimonials and all Partial transcripts;

vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

viii. An applicant employed in the Public Service should route his application letter through

his respective employer;

ix. An applicant who is retired from the Public Service for whatever reason should not apply;

x. An applicant should indicate three reputable referees with their reliable contacts;

xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);

xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Mahakama Street Tambukareli –Dodoma.**

xiv. Deadline for application is **30th November, 2026;**

xv. Only short listed candidates will be informed on a date for interview and;

xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: ***All applications must be sent through Recruitment Portal by using the following address; http://portal.ajira.go.tz/ and not otherwise*** **(This address also can be found at PSRS Website, Click *'Recruitment Portal'*)**

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT