



TANZANIA POSTS CORPORATION

VACANCY

1. **Position title:** Regional Managers -5 vacancies
2. **Vacancies :** (Arusha 1, Mbeya 1, Shinyanga 1, Mara 1, Singida 1)
3. **Objectives:**
 - 3.1 To ensure that postal services are developed, operated and maintained according to policy objectives and mission of the Corporation of providing efficient, reliable, secure and affordable services that meet the needs and expectations of the customers in the region.
 - 3.2 To ensure that Postal services are operated on commercial principles and meet performance standards and targets as provided in the performance Contract between the Government and the Corporation.
 - 3.3 To ensure that agency agency services are well operated commercially to meet the principle and customer expectation and benefit the Organization in terms of revenue.
 - 3.4 To make sure that they meet allocated target as per Corporation Business Plan.
4. **Reporting to:**

General Manager Business Operations
5. **Duties and Responsibilities:**
 - 5.1. To ensure that Postal services are developed, operated and maintained according to policy objectives and mission of the Corporation.
 - 5.2. To ensure that Postal services meet performance standards and targets as provided in performance contract between the Government and Corporation.

- 5.3. To ensure efficiency operation of all Corporations business in the region by ensuring that the necessary resources are available..
- 5.4. Prepare short,medium and long term plans for the development of postal business.
- 5.5. To ensure that standing work procedures and regulations are followed at Post offices through regular inspections and office management audits.
- 5.6. Handle expeditiously and effectively all complaints and enquiries submitted by customers..
- 5.7. Provide on the job training and coaching of front line staff.
- 5.8. Conduct regular operational inspections and audit of departmental post offices and sub post offices.
- 5.9. To ensure routine are observed especially the treasury functions.
- 5.10. Responsible for the efficient management of the regional office by providing close and effective supervision.
- 5.11. To ensure the key operational business units are supported by marketing Officers to promote sales and pay particular attentions to the needs of customers with a view to improving service delivery and exploring opportunities for business growth.
- 5.12. To participate in preparation of annual budget.
- 5.13. Perform any other duties as may be assigned.

6. Qualification and experience required:

- 6.1 A holder of a Bachelor degree/Advanced diploma in Business Administration,Commerce,Economics/Public Administration or equivalent qualification from a recognized higher learning institution with Computer knowledge. .
- 6.2 Must have three (3) years and above of experience out of which, two (2) years should be at a supervisory level in business operations of the corporation.

7. Other personal attributes:

- 7.1 Strong leadership qualities and ability to think strategically.
- 7.2 Good communication skills and interpersonal relations.
- 7.3 Honesty and personal integrity.
- 7.4 Computer skills and exposure to modern financial information systems.
- 7.5 Good in writing and submitting reports in time.

7.6 Analytical skills of financial data and business information.

8. MODE OF APPLICATION

Interested and qualified employees are invited to submit their applications in writing enclosing detailed curriculum vitae and certified copies of relevant education, professional certificates and testimonials together with names of three referees and their (references) contact addresses, telephone number(s) and e-mail addresses. **All application should be sent by registered mail or EMS courier** so as to reach the addresses mentioned below. **Dead line for receiving application is 15th May, 2017.** Only short listed employees will be contacted.

**THE POSTMASTER GENERAL,
TANZANIA POSTS CORPORATION,
POSTA HOUSE,
P.O.BOX 9551,
DAR ES SALAAM.**