



**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF INDUSTRY AND TRADE**  
**BUSINESS REGISTRATIONS AND LICENSING**  
**AGENCY**



**TRANSFER VACANCIES**

**INTRODUCTION**

BRELA is a Government Executive Agency which was established under the Executive Agencies Act No. 30 of 1997 and published on the 8<sup>th</sup> October, 1999 through Government Notice No. 294. The Agency was officially inaugurated on the 3<sup>rd</sup> December 1999 to facilitate orderly conduct of business and provision of business regulatory services. The major functions of BRELA is to administer various business laws including the Companies Act Cap 212; Business Names Act Cap 213 R.E. 2002; Trade and Service Marks Act Cap 236 R.E 2002; Patents (Registration) Act Cap. 217 R.E. 2002; National Industries Registration and Licensing Act Cap. 46 R.E. 2002 and Business Licensing Act Cap. 208 R.E 2002. In addition, BRELA monitors the registered and licensed entities to ensure legal compliance and handles disputes resolution services in relation to Patents, Trade and Service Marks Registrations and removal proceedings.

Business Registrations and Licensing Agency (BRELA) invites applications from suitably qualified public servants who wishes to transfer to BRELA as follows:

No.	Position	No. of Posts	Qualifications and Experience
1.	Senior Legal Officer	2	Possession of Holder of Bachelor Degree in Law (LL.B) from any recognized Institution who has passed a recognized practical legal training or undergone internship program recognized by the Attorney General's Office with working experience of at least seven (7) years in related field.

2.	Legal Officer II	2	Possession of Holder of Bachelor Degree in Law (LL.B) from any recognized Institution who has passed a recognized practical legal training or undergone internship program recognized by the Attorney General.
3.	Procurement Officer II	1	Possession of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management or equivalent qualifications from recognized institutions. The candidate must be Certified as Procurement and Supplies Professional (CPSP) and be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Graduate Procurement and Supplies Professional.
4.	Senior ICT Officer (ICT System Security)	1	Possession of Bachelor Degree in one of the following fields: Computer Science, Computer Security, Cyber Security, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer science related qualifications from recognized institutions with working experience of at least seven (7) years in related field. The candidate must be Certified in one of the following ICT Security professions; CEH, ECSA, LPT, CISA, CISSP, CISM, OSCP and CSX-CP.
5.	ICT Officer I (Database Administrator)	1	Possession of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology,

			Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer science related qualifications from recognized institutions with working experience of at least four (4) years in related field. The candidate must be Certified in one of the following Data base professions; Ms SQL, Portgre SQL and ORACLE.
6.	Licensing Officer II	1	Possession of Bachelor Degree in one of the following fields: Economics, Statistics, Business Administration, Laws (LL.B) or equivalent qualifications from recognized institutions. Must be computer literate.
7.	Registration Officer II	3	Possession of Bachelor Degree in one of the following fields: Records Management, Business Administration, Law, Economics or equivalent qualifications from recognized institutions. Must be computer literate.
8.	Internal Auditor II	1	Possession of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus either CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.
9.	Planning Officer II	1	Possession of Bachelor Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Economics and Finance or equivalent qualifications from recognized Institutions.
10.	Senior Records Officer	1	Possession of Bachelor Degree in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized

			institutions with working experience of at least seven (7) years in related field. The candidate must be computer literate.
11.	Executive Assistant II	1	Possession of a Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with working experience of at least thirteen (13) years in related field. Must sit for and pass Management Development Examination for Executive Assistants Stage II.
12.	Office Management Secretary II	1	Possession of a Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with working experience of at least seven (7) years in related field. Must sit for and pass Management Development Examination for Executive Assistants Stage I.
13.	Personal Secretary II	1	Possession of a Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili plus Diploma in Secretarial Studies with passes in Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institutions.
14	Records Management Assistant II	2	Possession of Certificate of Secondary Education Examination (CSEE) plus Diploma (NTA Level 6) in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from

			recognized institutions. The candidate must be computer literate.
15.	Senior Receptionist	1	Possession of Certificate of Secondary Education Examination (CSEE) with at least three credits passes in English and Kiswahili plus Certificate in one of the following fields: Telephone Operation, Reception, Front Office, Front Desk Management or equivalent qualification from recognized institutions with working experience of at least seven (7) years in related field.
16.	Receptionist II	1	Possession of Certificate of Secondary Education Examination (CSEE) with at least three credits passes in English and Kiswahili plus Certificate in one of the following fields: Telephone Operation, Reception, Office Management, Front Office, Front Desk Management, Customer Care or equivalent qualification from recognized institutions. The candidate must be good in Public communication and computer literate.
17.	Driver II	1	Possession of Certificate of Secondary Education Examination (CSEE) having a valid Driving License Class C or E and Basic Driving Course with driving experience of at least one (1) year without causing any accident. Possession of Trade Test Grade II or Level II in Motor Vehicle Maintenance or Mechanics is an added advantage.
18.	Office Assistant II	1	Possession of Certificate of Secondary Education Examination (CSEE) with passes in English and Kiswahili.

### **MODE OF APPLICATION**

Interested candidates should apply in confidence enclosing:

- (i) Detailed up to date CV
- (ii) Certified copies of certificates, transcripts and valid licenses

**NOTE:**

(i) Applicants must be Public Servants and channel their application letters through their respective employers, failure of which will lead to automatic disqualification.

(iii) Only successful candidates will be contacted for further procedures.

**(iv) Applicants should indicate their willingness and commitment to cover the transfer cost as the transfer is considered to be self-initiated.**

Interested applicants should submit their applications through portal by using the following address:

<https://ajira.brela.go.tz>

**DEADLINE**

The deadline for submitting applications is Friday 6<sup>th</sup> August, 2021