

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/B/167**

**20<sup>th</sup> May,2025**

**VACANCY ANNOUNCEMENT**

**1.0 BACKGROUND INFORMATION**

On behalf of the Business Registrations and Licensing Agency (BRELA), the President's Office, Public Service Recruitment Secretariat invites applications from suitably qualified candidates who wishes to fill Two (2) vacant posts mentioned below:

**2.0 THE BUSINESS REGISTRATIONS AND LICENSING AGENCY**

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 function 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.

<b>POST</b>	<b>DIRECTOR OF LICENSING (1 POST)</b>
<b>EMPLOYER</b>	<b>BUSINESS REGISTRATIONS AND LICENSING AGENCY</b>
<b>REPORT TO</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SUPERVISES</b>	Manager - Business Licensing Section and Manager - Industrial Licensing Section
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To administer the National Industries (Licensing and Registration) Act No. 10 of (1967) and the Business Licensing Act, 1972;</li> <li>ii. To advise on the matters pertaining to Industrial Licence and Business Licence;</li> <li>iii. To direct and supervise all operations in the Directorate of Licensing;</li> <li>iv. To coordinate preparations of recommendations on applications for submission to the Industrial Licensing Board;</li> <li>v. To approve feasibility studies submitted by prospective investors;</li> <li>vi. To liaise with other Institutions on licensing issues;</li> <li>vii. To provide technical advice to prospective investors on licensing issues;</li> <li>viii. To manage register of Licences;</li> <li>ix. To participate in the preparation of strategic plans, annual budgets and operational plans, including implementation timeframes, identification of resource requirements and responsible players;</li> <li>x. To coordinate the preparation of Directorate performance reports and distribute to appropriate users;</li> <li>xi. To review and approve Industrial and Business Licences;</li> </ul>

	<p>xii. To suspend, revoke or cancel of issued Licenses where necessary;</p> <p>xiii. To liaise with Regional and District Trade Offices in the Local Government Authorities to facilitate licensing processes through online platforms; and</p> <p>xiv. To perform any other duties as may be assigned by the Chief Executive Officer.</p>
<b>QUALIFICATIONS</b>	Holder of Master Degree in one of the following fields: Economics, Law, Agricultural Economics, Agribusiness, Statistics, International Trade, Economics and Finance, Marketing, Entrepreneurship, Business Administration or related field from a recognized higher learning institution. The Master Degree must be related to Bachelor Degree.
<b>WORK EXPERIENCE</b>	Applicants Must have at least ten (10) years of working experience of which two (2) years must have been in a managerial position.
<b>AGE LIMIT</b>	Not more 45 years except for those who are in Public Service.
<b>REMUNERATION/SALARY SCALE</b>	As per BRELA Salary Scale
<b>APPLICATION TIME LINE</b>	Fourteen days (14) days from the date of the advertisement.

<b>POST</b>	<b>HEAD OF BUSINESS REGISTRY UNIT (1 POST) RE-ADVERTISED</b>
<b>EMPLOYER</b>	<b>BUSINESS REGISTRATIONS AND LICENSING AGENCY</b>
<b>REPORT TO</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>SUPERVISES</b>	All Staff under the Unit
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To advise and provide guidance on records management systems;</li> <li>ii. To maintain electronic and manual records in line with Government Policies, Regulations and Manuals;</li> <li>iii. To advise the Management on matters related to implementation of Records Management Policies, Regulations and Manuals;</li> <li>iv. To Process file classification scheme and indices for the Agency's records;</li> <li>v. To maintain electronic and manual Registers for Business Names, Companies, Business License, Industrial Licenses, Patents, Trade and Service Marks;</li> <li>vi. To manage retrieval of records and monitoring file movement for proper tracking;</li> <li>vii. To Control incoming and outgoing correspondences and registering various documents;</li> <li>viii. To design and maintain electronic and manual files arrangement and control the movement of Business files within and outside the Organization;</li> </ul>

	<ul style="list-style-type: none"> <li>ix. To develop and maintain records and archiving management systems for the Agency;</li> <li>x. To coordinate implementation of Records Retention and Disposal Schedule of the Agency;</li> <li>xi. To maintain and manage all documentation correspondences including post registration records;</li> <li>xii. To facilitate timely updating of Business Files and Records in cooperation with Core Directorates;</li> <li>xiii. To supervise scanning and indexing and archiving of files; and</li> <li>xiv. To perform any other duties as may be assigned by the Supervisor.</li> </ul>
<b>QUALIFICATIONS</b>	Holder of Master Degree in Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized Institutions. The Master Degree must be related to a Bachelor Degree.
<b>WORK EXPERIENCE</b>	Must have work experience of at least eight (8) years in related field and must be at least at a Senior level.
<b>AGE LIMIT</b>	Not more 45 years except for those who are in Public Service.
<b>REMUNERATION/SALARY SCALE</b>	As per BRELA Salary Scale
<b>APPLICATION TIME LINE</b>	Fourteen days (14) days from the date of the advertisement.

### 3.0 GENERAL CONDITIONS:

- i. All applicants must be Tanzanian citizen.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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.
  - o Masters/Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - o Masters/Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
  - o Form IV and Form VI National Examination Certificates.
  - o Professional Registration and Training Certificates from respective
  - o Registration or Regulatory Bodies, (where applicable).
  - o Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - o Form IV and form VI results slips.
  - o 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, and Public Service Recruitment

Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.

- xiv. Deadline for application is **02<sup>nd</sup> June, 2025**
- xv. Only shortlisted 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**