# TANZANIA FERTILIZER REGULATORY AUTHORITY

## JOB OPPORTUNITIES

**Background**

The Tanzania Fertilizer Regulatory Authority (TFRA) is a body corporate established under the Fertilizer Act No. 9 of 2009. The Authority is mandated to regulate and oversee the quality and trade of fertilizers and fertilizer supplements in Tanzania.

The Government of Tanzania is implementing the Fertilizer Subsidy Programme to increase agricultural production and productivity, strengthen food security, and improve farmers' access to affordable fertilizers. To support the effective implementation of this programme, the Government, through the Ministry of Agriculture, has allocated funds for the recruitment of competent, committed, and qualified personnel to help ensure the availability, quality, and effective distribution of subsidized fertilizers to farmers across Tanzania Mainland.

TFRA therefore invites applications from suitably qualified, competent, motivated and dynamic Tanzanians for the position in the following areas: -

1. **Quality Assurance Officer II - 15 Post (Various Regions in Tanzania Mainland)**
   **Key Qualifications, Experience and Competence:**
   The competent personnel with preferred education, training, experience and expertise requirements for the position;
   - Holder of Bachelor Degree in Laboratory Technology, Chemistry, Biotechnology, Agriculture General, Agronomy, Soil Science, Crop Science, Horticulture, Agricultural Education and Extension, Agricultural Economics and Agribusiness or equivalent qualifications from recognized institutions.
   - Should have good mobilization and communication skills.
   - Should have computer skills (Microsoft word, excel and internet)
   - Should be able to work in marginalized conditions
   - Experience of at least one year in related field is an added advantage

   **Duties and Responsibilities**
   i. To conduct quality assurance on fertilizer products;
   ii. To track if fertilizer dealers comply with legislation or regulation;
   iii. To liaise with other regulatory agencies, and other external stakeholders;
   iv. To plan quality assurance activities regarding to fertilizer registration and licensing,
   v. To investigate inquiries, licensing information and prepare reports.
   vi. To perform field inspections to ensure that manufacturers and distributors meet the required set standards;
   vii. To report information to the supervisor and follow up on corrective action taken;
   viii. To assist in preparation of Authority's Quality Plans;

ix. To assist in the implementation quality procedures;
x. To assist to ensure the fertilizer products comply with national and international standard
xi. To perform any other duties as may be assigned from time to time by the Supervisor

2. **TRADE OFFICER II- 11 Post (Various Regions in Tanzania Mainland)**
**Key Qualifications, Experience and Competence:**
The competent personnel with preferred education, training, experience and expertise requirements for the position;
- Holder of Bachelor Degree in Marketing, Investment, Entrepreneurship, Taxation, Customs and Taxation, Commerce or Business Administration majoring in Marketing or Entrepreneurship or equivalent qualifications from a recognized institution.
- Should have good mobilization and communication skills.
- Should have computer skills (Microsoft word, excel and internet)
- Should be able to work in marginalized conditions
- Experience of at least one year in related field is an added advantage

**Duties and Responsibilities**

i. To collate relevant information and data on fertilizer imports and exports;
ii. To record all information and maintain a register for all exporters and importers permit verification;
iii. To participate in the processes of storage, distribution and disposal of fertilizers and;
iv. To perform any other duties as may be assigned by supervisor.

3. **ICT OFFICER II - 02 Post (Dar es Salaam)**
**Key Qualifications, Experience and Competence:**
The competent personnel with preferred education, training, experience and expertise requirements for the position;
- Holder of Bachelor Degree in Information Technology, Computer Science, Computer Engineering or equivalent qualifications from a recognized Institution.
- Should have good mobilization and communication skills.
- Should have computer skills (Microsoft word, excel and internet)
- Should be able to work in marginalized conditions
- Experience of at least one year in related field is an added advantage

**Duties and Responsibilities**

i. To design, code, and debugging software applications based on various deployment platforms (eg.web, mobile, desktop etc) operating systems, programing language, database management systems, software analysis code analysis, requirement, software review, identifications of code metrics, system risk analysis, software reliability analysis.
ii. To assist and participate in analysis of user requirement, photo tying, development of new functionalities, maintenance of applications, integration of technological component, testing, deployment.
iii. To test software and quality assurance
iv. To support, maintain and document software functionality

v. To install and configuration of appropriate application servers based on the application programs to be supported
vi. To assist in liaising with schemes, managers, custodians and other relevant institutions on ICT infrastructure development related to social security sector;
vii. To assist in the provision of technical advice on procurement of ICT equipment, hardware and software;
viii. Assist to prepare ICT regulations and guidelines;
ix. To assist installation and maintaining a modern Management Information System;
x. To perform any other related duties as may be assigned from time to time by Supervisor.

**4. ASSISTANT ICT OFFICER II - 01 Post (Dar es Salaam)**

**Key Qualifications, Experience and Competence:**

The competent personnel with preferred education, training, experience and expertise requirements for the position;

- Holder of Diploma in Information Technology, Computer Science, Computer Engineering or its equivalent qualifications from a recognized Institution.
- Should have good mobilization and communication skills.
- Should have computer skills (Microsoft word, excel and internet)
- Should be able to work in marginalized conditions
- Experience of at least one year in related field is an added advantage

**Duties and Responsibilities**

i. To troubleshoot, diagnose and resolve technical hardware and software issues;
ii. To troubleshoot and repair the Authority's ICT Infrastructure.
iii. Perform preventive maintenance duties on items of ICT hardware, including the cleaning of equipment and to maintain ICT infrastructure in line with Active technical guidance and support to end users (Helpdesk)
iv. To supervise inspection and installation of new ICT equipment
v. To inspect the quality and assist installation and maintaining of user application and a modern Management Information System;
vi. To troubleshoot and make necessary adjustment to user applications and other information systems within the Authority.
vii. Design and implement safety measures and data recovery plans
viii. Install, configure and upgrade security software (e.g. antivirus programs)
ix. To perform any other related duties as may be assigned by his/her Supervisor.

**5. General Conditions**

5.1 Applicants must be Tanzanians;

5.2 Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address, e-mail and Mobile numbers;

5.3 Applicants should indicate three reputable referees;

5.4 The maximum period for individual contract is one-year period;

5.5 People with disability are encouraged to apply;

5.6 Applicants must attach their certified copies of the following

certificates;

5.6.1 Degree and respective Transcripts

5.6.2 Diploma/ Certificate

5.6.3 Form IV and or VI National Examination Certificates

5.6.4 Birth Certificate and National Identity Card

5.7 Attaching copies of the following certificates is strictly not accepted; Form IV and form VI Results slips, Testimonials and Partial transcripts.

5.8 Certificates from foreign examination bodies should be verified by the relevant authorities (TCU, NACTE or NECTA);

5.9 Applicants must attach a letter of endorsement from a Local Government Officer confirming your place of residence;

5.10 Only qualified candidates will be contacted for interview;

5.11 Applicants should indicate the position for which they apply;

5.12 Application letters must be hand written in English or Swahili and

5.13 Successful and accepted candidates shall be paid remuneration according to TFRA regulations.

## 6. Mode of Application

6.1 Interested candidates should submit the following:

6.1.1 Signed Application letter

6.1.2 Curriculum Vitae (CV)

6.1.3 Copies of certified academic certificates and transcripts

6.1.4 Copy of National ID and Birth certificate

**Applications should be addressed to:**

Executive Director,

Tanzania Fertilizer Regulatory Authority

P.O. Box 46238,

**Dar es Salaam.**

## 7. Application Deadline

All applications must be submitted electronically via email to ***''ruzuku@tfra.go.tz*** ''on or before **15 November 2026 at 15:30 PM. (East Africa Time)**.

**Released by:**

Executive Director,

Tanzania Fertilizer Regulatory Authority

**02 November, 2026.**