

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER
TANGA URBAN WATER SUPPLY AND SANITATION AUTHORITY
(TANGA UWASA)

Ref. No. CA.294/340/01/12

Date: 31st August, 2026

ANNOUNCEMENT OF VOLUNTEER OPPORTUNITIES

Tanga Urban Water Supply and Sanitation Authority (Tanga UWASA) is a Public Water Utility responsible for provision of water supply and sanitation services within Tanga City, Pangani, Muheza and Mkinga townships.

In accordance with the Public Service Volunteerism Guidelines, Tanga UWASA invites applications from qualified Tanzanian graduates (specifically residing in Tanga) who wish to volunteer and gain practical work experience, professional skills and exposure in various fields relevant to the Authority's operations.

1.0 VOLUNTEER OPPORTUNITIES

1.1 PROCUREMENT OFFICER II – 2 POSITIONS

Duty Station: Tanga City

Field of Study:

Bachelor Degree in Procurement and Supply Management, Logistics Management, Commerce or Business Administration majoring in Procurement and Supply Management or equivalent qualifications from recognized Institution or equivalent qualification from a recognized institution.

Expected Areas of Learning and Assignment:

- i) To assist preparation of tender advertisement;
- ii) To assist in distributing tender documents;
- iii) To assist verification of invoices before payment;
- iv) To assist in keeping up to date records on stores and stocks;
- v) To assist clearance and forwarding activities;
- vi) Performing other learning assignments as directed by supervisors;

1.2 CUSTOMER SERVICE OFFICER II – 3 POSITIONS (READVERTISED)

Duty Station: Tanga City

Field of Study:

Holder of a Bachelor's Degree in Marketing, Sociology, Public Relations, Business Administration or equivalent qualifications from a recognized institution

Expected Areas of Learning and Assignment:

- i) To participate in attending and responding to customers' inquiries;
- ii) To participate in handling and resolving customer complaints;
- iii) To perform functions related to billing and credit control follow-up;
- iv) To maintain appropriate database of customers on their debts, and credit activities in accordance with prepared plans;
- v) To conduct routine customers' debt analysis;
- vi) To forward customers' complaints to appropriate divisions/units;
- vii) To participate in obtaining information requested by customers
- viii) Performing other learning assignments as directed by supervisors.

2.0 ELIGIBILITY REQUIREMENTS

Applicants must:

- i. Be Tanzanian citizens aged between 18 and 35 years;
- ii. Possess qualifications relevant to the volunteer opportunity applied for;
- iii. Be holders of valid academic certificates from institutions recognized by the Government;
- iv. Have never been employed in any Public Institution after graduation;
- v. Be willing to volunteer and learn within Tanga UWASA operational areas;
- vi. Have good character and integrity;
- vii. Have two (2) guarantors who are Public Servants; and
- viii. Submit an introduction letter from Local Government Authority (Mtaa/Kijiji/Kitongoji).

3.0 PERIOD OF VOLUNTEERING

The volunteering period shall be twelve (12) months subject to signing of a Volunteer Agreement between the selected volunteer and Tanga UWASA.

4.0 FACILITATION

Successful volunteers shall be entitled to facilitation in accordance with the Public Service Volunteerism Guidelines and approved Tanga UWASA arrangements.

5.0 IMPORTANT NOTE

- i. Volunteer engagement is not employment.
- ii. Participation in the volunteer programme shall not guarantee employment in Tanga UWASA or any other Public Institution.
- iii. Selected volunteers shall be required to comply with all Public Service laws, regulations, ethics and institutional procedures.
- iv. Successful candidates shall sign a Volunteer Agreement before commencement of the programme.

6.0 MODE OF APPLICATION

Applicants should submit:

- i. Application letter;
- ii. Updated Curriculum Vitae (CV);
- iii. Certified copies of academic certificates
- iv. Copy of National Identification Card (NIDA) or National Identification Number (NIN);
- v. Introduction letter from Local Government Authority;
- vi. Names and contacts of two Public Servant guarantors; and
- vii. Two recent passport size photographs.

Applications should be addressed to:

The Managing Director
Tanga Urban Water Supply and Sanitation Authority (Tanga UWASA)
P.O. Box 5011
TANGA.

Deadline for submission of applications is 13th September, 2026.

Only shortlisted applicants will be contacted for interview.

MANAGING DIRECTOR
TANGA UWASA