



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

GAMING BOARD OF TANZANIA



## VACANCY ADVERTISEMENT

Gaming Board of Tanzania (GBT) is a public gaming regulatory institution which was established under the Gaming Act No. 4 of 2003. Its main functions are to oversee, monitor, and regulate the conduct of gaming activities in Tanzania. GBT is seeking to recruit qualified and competent Tanzanians to fill the following job positions:

### 1. INSPECTION AND COMPLIANCE MANAGER

#### QUALIFICATIONS:-

Holder of a Master degree in Gaming, Economics, Accountancy, Finance, Business Administration, Information and Communication Technology or equivalent qualifications from recognized institutions with working experience of at least eight (8) years in related field and should be at a senior position.

#### DUTIES:

- i. To be Head of Inspection and Compliance section;
- ii. To advise the Director of Strategic Operations on all matters related to inspection of gaming activities;
- iii. To plan, coordinate and control activities related to inspection of gaming devices;
- iv. To perform regular inspection of gaming activities in accordance with GBT plans;
- v. To provide support to gaming inspectors and oversee proper application of the gaming law in carrying out inspections;
- vi. To ensure that gaming inspectors performs their duties and responsibilities effectively and efficiently;
- vii. To develop and maintain database of gaming devices;
- viii. To conduct continuous review of gaming standards and approach on gaming inspection and advice on necessary improvement to cater for modern inspection requirement;
- ix. To monitor and assess gaming licensees' performance and compliance with gaming legislation and advises the Director of Strategic Operations on appropriate enforcement measures;
- x. To conduct a continuous study and investigation of gaming activities for the purpose of ascertaining any defects in the gaming legislation in order to discover abuses in administration and operations of the industry and to deal with them;
- xi. To ensure gaming licensees pays statutory dues in accordance with the gaming legislation;
- xii. To develop effective and efficient business models for improving quality of services delivered to operators;
- xiii. To mentor, coach and counsel subordinate staff; and
- xiv. To perform other relevant duties as may be directed by immediate supervisor.

**REMUNERATIONS: As per the GBT Salary Scale**

### 2. COMMUNICATION OFFICER I – (1 Post)

#### QUALIFICATIONS.

Holder of Bachelor Degree in one of the following fields: Journalism, Mass Communication, Public Relations, International Relations, Business Communication or equivalent qualifications from recognized institutions with working experience of at least four (4) years in related field.

#### DUTIES

- i. To prepare strategies and plans for GBT communication services;
- ii. To assist in coordination of corporate public events, participation to the national events, exhibitions and forums;
- iii. Building and maintaining relationships with journalists, media outlets, and other external stakeholders;
- iv. Preparing and distributing press releases, media kits, and public statements to ensure consistent messaging;
- v. Planning and executing public events, press conferences, awareness campaigns, and other promotional activities;
- vi. Ensuring that the GBT's image is positive and that the brand is consistently represented across all media platforms;
- vii. Keeping track of public sentiment and feedback through media monitoring and public opinion surveys;
- viii. Taking photos and video production during events and maintaining Audio-visual archives;
- ix. To coordinate GBT internal communication;
- x. Assist in updating the GBT website;
- xi. To assist in coordination of corporate internal and external meetings and events and protocol services;
- xii. To assist in coordination and execution of GBT Corporate Social Responsibility (CSR) initiatives;
- xiii. Maintaining GBT social media accounts and managing its presence on social media platforms to ensure active engagement with the audience;
- xiv. To create and develop innovative ways to communicate GBT messages to its customers;
- xv. To perform monitoring and evaluation of GBT communication activities to ascertain their success;
- xvi. Preparing and managing the GBT's response to media, publicity and during crises, ensuring accuracy and prompt communication.
- xvii. To promote GBT image to the public through preparation of various publications and promotional materials;
- xviii. To develop and implement internal communication programs;
- xix. To ensure good customer relations; and
- xx. To perform any other related duties as may be assigned by supervisor.

**REMUNERATIONS: As per the GBT Salary Scale**

### 3. ACCOUNTANT II (1 POST)

#### QUALIFICATIONS:

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Commerce or Business Administration (majoring in Accountancy or Finance) or equivalent qualifications from a recognized Institution plus a CPA (T) or equivalent professional qualifications recognized by NBAA.

#### DUTIES:

- i. To ensure that all invoices are properly recorded and filed after payments;

- ii. To post all primary data in the respective journals;

- iii. To handle cash;

- iv. To maintain Petty Cash Journals;

- v. To prepare various accounting schedules as directed by supervisor;

- vi. To prepare Staff advances, loans and imprests subsidiary ledger listings;

- vii. To prepare bank reconciliation statements and

- viii. To perform any other duties as may be assigned by Supervisor(s).

### 4. RISK MANAGEMENT OFFICER II (1 POST)

#### QUALIFICATIONS:

Holder of Bachelor Degree in Risk Management, Social Protection, Insurance, Actuarial Sciences, Statistics, Accounting or related field from a recognized institution.

#### DUTIES:

- i. To initiate, Identify and recommend for policy formulation on risk management;

- ii. To review methods of risks identification;

- iii. To prepare periodic reports on risk management

- iv. To develop risk response processes, including contingency and business continuity programs;

- v. To record identifiable risks from different directorates/units;

- vi. To participate in the preparation of unit budget;

- vii. To update and maintain GBT Risk Register

- viii. To build risk awareness culture within GBT including provision of appropriate education; and

- ix. To perform any other official duties as may be assigned by immediate supervisor.

**REMUNERATIONS: As per the GBT Salary Scale**

#### GENERAL CONDITIONS

- i. The applicant should be a Tanzania citizen.
- ii. Interested applicant currently employed in the Public Service should route their application letter through their respective employer.
- iii. The applicant must submit an up-to-date Curriculum Vitae (CV) with reliable contacts.
- iv. The applicant must apply on the strength of the qualifications provided herein.
- v. The applicant must submit a legible handwritten and signed application letter in English language;
- vi. The applicant must affix a recent Passport Size Photo to the application letter;
- vii. The applicant should indicate three reputable referees with their reliable contacts;
- viii. The applicant must attach certified copies of academic certificates relevant to the respective position;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- x. 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).
- xi. The application can be posted, hand delivered or sent through official email: recruit@gamingboard.go.tz
- xii. Deadline for submitting the application is **16<sup>th</sup> July 2025 at 4:00 p.m.**
- xiii. This advert can also be found in the GBT Website: [www.gamingboard.go.tz](http://www.gamingboard.go.tz)
- xiv. Only shortlisted candidates will be contacted.
- xv. All the applications clearly marked with the applied position shall be addressed to: -

The Director General,

Gaming Board of Tanzania,

PSSSF Twin Towers, Wing A, 27th Floor,

Mission Str./Sokone drive,

P. O. Box 1717,

**DAR ES SALAAM.**